

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON:
DATE/TIME: December 15, 2015 @ 9:00 a.m.

PRESENT:

<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> Evelyn Folks	<input type="checkbox"/> Sharon Wand
<input type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Linda Delvaux
<input type="checkbox"/> Randy Jobgen	<input type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Craig Ketelsen
<input checked="" type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> Jean Dimke	<input checked="" type="checkbox"/> Katherine Walker
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Angie Kaiser	
<input checked="" type="checkbox"/> Laura Edmonds	<input checked="" type="checkbox"/> Steve Keeffer	

Ron Smith called the meeting to order at 9:05 a.m. Roll call, a quorum was present.

1. **Katherine Walker made a motion to approve the minutes from the June 3, 2014 Personnel Review Committee meeting. Seconded by Bill Bingham and motion passed.**

2. **Citizens' Comments**

3. **New Business**

- a) **Review and discuss the Carlson Dettmann Consulting Executive Summary for the 2015 Updated Market Analysis for Non-Represented/Non-Elected Positions.** Dan Reimer reviewed the 2015 Carlson Dettmann Consulting (CDC) Updated Market Analysis for Non-Represented/Non-Elected Positions. In 2012 CDC completed a job classification and compensation study for Jo Daviess County (JDC) with an implementation date of February 1, 2013. In 2015 JDC retained CDC to collect and analyze relevant labor market information for the County to determine competitiveness of base salaries for non-represented and non-elected positions. The counties selected for the relevant labor market for the custom survey included: Ogle, Whiteside, Stephenson, Henry, Lee, DeWitt, Knox, Livingston, Carroll, Bureau, Mercer and Boone. The Bureau of Labor Statistics (Northwest Illinois non-metro) was used as representative of the private sector. The original study was completed for all full time and regular part time employees including represented and elected positions. The 2015 market analysis was completed for only non-represented and non-elected positions included on the JDC Pay Grade Schedule. There were twenty five benchmark positions. Benchmark positions include jobs that have likely matches in the public/private sector market. The analysis concluded that the JDC Mid-Point of their adopted pay structure is on average at 95% of the County market and when considering the private sector data the JDC Mid-Point is on average at 94% of the blended market. The regression lines looked very similar and on average the positions on the higher end of the pay scale have a slightly larger gap from the market than the positions on the lower end of the pay scale. CDC also looked at total compensation including insurance, paid leave, supplemental, legally required benefits, and retirement. At the time of the original study JDC adopted a pay plan that was developed at 90% of the relevant market. How did the county move up in the market without a base adjustment to the pay structure? Per the CDC Executive Summary, the most significant impact to the movement in the market was appeals that were granted immediately following the adoption of the pay plan and reclassifications that have been recommended and approved over the past couple of years. Those appeals and or reclassifications moved the Mid-Point for several positions which improved the County's position in their relevant market. The Committee reviewed the current pay grade schedule; twenty-four positions have been reclassified as a result of an appeal or reclassification request since 2012. Also, several positions not in the 2012 study were

benchmarked in the 2015 study and no elected or represented positions were included this time because these positions are not included in the current Jo Daviess County compensation plan. Per the approved pay plan the average step increase for 2014 and 2015 was 2.7%. The CDC Executive Summary proposed three options and recommendations to the Executive Committee. The Jo Daviess County position in the defined market (Illinois Counties or Illinois Counties and Private Sector) is better than it was in 2012: leave pay structure as is, raise the current pay structure by a certain percent, leave pay structure as is but change merit pay policy for positions in grades 9-19. The summary also discussed concerns regarding employees that have or will reach the maximum of their pay grade. On August 11, 2015 the County Board approved a recommendation made by the Executive Committee that the Jo Daviess County pay structure remain as is and to ask the Personnel Review Committee to review, as soon as possible, the Jo Daviess County merit pay plan and address the issue of employees who have reached the maximum pay for their pay grade.

- b) **Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/Employee Merit Pay Policy.** The Committee reviewed the JDC Performance Management/Performance Evaluations/Employee Merit Pay Policy (PM/PE/EMP Policy). The Committee discussed several additions/revisions to the policy as follows: Section 2.C.b.i. performance evaluations to be to be submitted no later than January 15th; Section 2.C.b.x. processing procedures revised; added Section 2.C.b.xi. Any salary increases resulting from the PM/PE/EMP Policy shall be implemented effective February 1st of each year; Section 2.C.d.ii. Added- Employees that have reached the maximum rate of pay for their pay grade shall continue to be awarded annual pay increases above their maximum pay grade rate provided they receive an annual performance appraisal where they “meet expectations” and additional increases awarded if their performance “exceeds expectations” and if performance is “exceptional”. Merit pay increases will be reflected at the same time as step increases; Section 2.C.d.iii. Added- Employees that transfer from/to an existing position in the same pay grade level will stay at the same step or merit pay rate. Employees that accept a voluntary demotion from/to an existing position will move to the same step in the new pay grade level or if in merit pay to the same % above the Step 6 control point hourly rate of pay effective on date of demotion; last paragraph Section 2.C.d.iii. Added- verbiage for voluntary demotion and pay grade. **Steve Keeffer made a motion to approve revisions to the Jo Daviess County Performance Management/Performance Evaluations Employee Merit Pay Policy as presented. Seconded by Bruce Habel and motion passed 12-0.**
- c) **Review, discussion and possible action on other items including procedures, forms and documents associated with the Jo Daviess County Position Classification and Compensation System Plan.** Reimer reviewed the JDC Position Classification and Compensation Plan implementation timeline spreadsheet and reported that current plan documents, policies and/or forms are maintained on the ftp site. The Committee reviewed the Employee Performance Evaluation form. Bill Bingham discussed that it would be good to include examples at the end of each section where Supervisor comments are required. **Steve Keeffer made a motion to revise the Jo Daviess County Employee Performance Evaluation form by adding the word example to Supervisor comments (Supervisor comments/example). Seconded by Linda Delvaux and motion passed 12-0.** The Committee discussed that most performance reviews will be completed in the next 30 days and as a result recommended that the current form be used. The Committee reviewed the New Position Classification/Reclassification Review Policy and the Appraisal Preparation Checklist. It was recommended that the word employee be inserted

in the first question on the checklist. The Committee reviewed the Personnel Action Report (PAR) and suggested some possible changes, revising this form does not need County Board approval. Angie Kaiser will update the PAR as needed. The Committee discussed part-time temporary positions that are not included on the pay grade structure schedule. The committee discussed the possibility of establishing a pool of part-time employees that might be available on an as needed basis. Ron Smith recommended that a resolution be drafted for consideration at the next meeting. This item will be placed on the agenda for the next committee meeting.

4. **Establish future meeting date** – the next Personnel Review Committee meeting was scheduled for Wednesday, February 17, 2016 @ 9:00 a.m.
5. **Citizens' Comments**
6. **Adjourn**
Bill Bingham made a motion to adjourn at 11:01 am, seconded by Linda Delvaux and motion passed.