

**JO DAVIESS COUNTY BOARD
COMPENSATION COMMITTEE MINUTES
OCTOBER 24, 2012**

CALL TO ORDER: Chairperson of the Jo Daviess County Board Compensation Committee, Ron Mapes, called the meeting to order at 6:30 p.m. on Wednesday, October 24, 2012, at the Jo Daviess County Board Room, Jo Daviess County Courthouse, Galena, Illinois.

ROLL CALL was answered as follows: Present-Merri Berlage, Dane Jackson, Ron Mapes, Ron Smith, Marvin Schultz, Steve Keefer, Peg Murphy, Jean Dimke, Dan Reimer and David Hachmeister representing Sheriff Kevin Turner, who was not able to attend the meeting.

Minutes of the September 20, 2012, Compensation Committee meeting were approved following a motion made by Merri Berlage and seconded by Ron Smith.

The motion carried by voice vote.

CITIZENS' COMMENTS

There were no citizens' comments at this time.

NEW BUSINESS

Barb Petkovsek of Carlson Dettmann Consulting, LLC, gave an overview and update on the Classification/Compensation Study. She told the committee that this meeting would be a working session to discuss results and make recommendations to the Executive Committee on November 5, 2012.

Barb reviewed the components of a sound compensation program. She said it needs to:

- align with the County's strategic objectives
- create internal equity
- be competitive in regard to pay and benefits
- consider total compensation design
- support performance management
- be affordable, legal, understandable and efficient
- be audited regularly

Barb stated that the way Carlson Dettman established internal consistency is by evaluations based on job documentation that is called a Job Description Questionnaire and they rate on five factors. They are: education and experience, decision making, thinking challenges, communication and work environment.

Points are given for each Job Description Questionnaire on each of the five factors, and then the total points are used to place the position in the proper pay grade.

Barb said the three major policy questions that she will be looking to the committee to give direction on are: what are your comparison markets, where does the County want to position themselves in those markets and how does the County want to deliver pay. She said the committee established the comparison markets in previous meetings.

Barb explained the options for pay delivery. She said one option is steps across the range which is usually seniority driven and seen in union environment. A second option is open ranges with performance based pay with a minimum, midpoint and a maximum range with increases within the ranges based on performance. Another option Barb explained was a hybrid pay for performance pay plan. It uses a starting

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point with 5 steps requiring an evaluation at least meeting expectations and then step six would be a control point, which would be open for raises or merit pay.

Barb told the committee that based on the information they acquired through the completion of the position classification and compensation study, Jo Daviess County pays 89% of the market. She said the County would have to decide if they wanted to look at a pay plan at 90% of the market based on budget constraints and the County's philosophy or would they want to go to 100% or somewhere in between.

County Administrator, Dan Reimer, asked which plan Carlson Dettman would recommend for Jo Daviess County after conducting the Classification/Compensation Study. Barb said that Carlson Dettman is recommending the pay for performance plan with the first 6 steps.

The Board discussed how job descriptions would be incorporated with the Job Description Questionnaires that were used for the study.

CLOSED SESSION

The committee entered closed session at 8:32 p.m. to discuss personnel section 2(c)1, and collective bargaining section 2(c)2 following approval of a motion made by Marvin Schultz and seconded by Merri Berlage.

The motion carried by voice vote.

The committee exited closed session and reconvened to open session at 9:02 p.m. following a motion made by Merri Berlage and seconded by Dane Jackson.

The motion carried by voice vote.

The committee recommends a pay plan at 90% of the market based on budget constraints and the County's philosophy following a motion made by Merri Berlage and seconded by Steve Keeffer.

The motion carried by voice vote.

The committee approved the recommended 2013 structure merit option pay for performance pay plan following approval of a motion made by Peg Murphy and seconded by Steve Keeffer.

The motion carried by all committee members voting aye.

The approximate timeline schedule was set for an Executive Committee meeting on November 5, 2012, in which all County Board members would be invited, the regular scheduled County Board meeting on November 13, 2012, for an informational presentation to the County Board, the November 20 Budget Hearing for possible adoption of the pay plan and November 21, 2012, for employee meetings.

CITIZENS' COMMENTS

There were no citizens' comments at this time.

ADJOURNMENT

The meeting adjourned at 9:17 p.m. following a motion made by Merri Berlage and seconded by Ron Smith.

The motion carried.