

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: Scott Toot
DATE/TIME: July 30, 2020 @ 9:00 a.m.

PRESENT:

<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Melisa Hammer	<input type="checkbox"/> Steve Keeffer
<input checked="" type="checkbox"/> John Lang	<input checked="" type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Eric Tison
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Craig Ketelsen
<input checked="" type="checkbox"/> Don Hill	<input checked="" type="checkbox"/> Angie Kaiser	<input checked="" type="checkbox"/> Kathy Phillips
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Laura Edmonds	<input checked="" type="checkbox"/> Shannon Diehl

Others:

Dan Reimer called the meeting to order at 9:01 a.m. Roll call, a quorum was present. Scott Toot joined the meeting via Zoom at 9:04 a.m. and presided over the meeting until leaving the meeting at 9:54 a.m. at which time Reimer presided until the meeting was completed.

- 1. John Lang made a motion to approve the minutes from the September 25, 2019 Personnel Review Committee meeting. Seconded by Bruce Habel, roll call motion passed 14 ayes, 0 nays.**
- 2. Citizens' Comments**
- 3. Unfinished Business**
- 4. New Business**
 - a) Review, discussion and possible action on the Jo Daviess County Position Classification/Compensation System Plan and/or Pay Grade Structure Plan.** Melisa Hammer suggested that because Scott Toot and Steve Allendorf need to leave the meeting by 10:00 a.m. that this item should be bypassed at this time so other agenda items can be reviewed and discussed first. Reimer recommended that the committee start with item 4. d. The Committee came back to this item after item 4.d. Reimer briefly reviewed the policy and there was no further discussion.
 - b) Review, discussion and possible action on the Jo Daviess County Performance Management/Performance Evaluations/ Employee Merit Pay Policy.** No Discussion
 - 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.** This item was moved to end of agenda. Angie Kaiser suggested that a Personnel Action Report (PAR) form be created for use by elected officials when a documented policy is not being followed. Angie Kaiser is concerned that her office and Chief Deputy County Clerk Shannon Diehl are being put in the middle. Kaiser is open to suggestions. Kaiser did not think that the form would be much different and not used often but her goal is to take Diehl out of any disagreements. Craig Ketelsen discussed an example that involved his position. The County Board approved a resolution to remove his Chief Deputy position from the Jo Daviess County Compensation Plan. Ketelsen discussed that the formula in the resolution to define the new rate of pay was interpreted a little different between the Sheriff and the County Administrator. When the PAR was submitted to Diehl she was caught in the middle. The Communication should have been better between the Sheriff and the County Administrator and a new PAR would

not be the answer. Kaiser explained that elected officials have authority to deviate from policy and every PAR is sent to the County Administrator for review but she does not want Diehl put in the middle. Reimer agreed with Ketelsen that communication on his part should have been better with Sheriff Turner and that there was a difference in the understanding and interpretation of the formula described in the resolution. The PAR was delivered to his office but he did not talk to Diehl about it, he did correspond with Sheriff Turner and Kaiser. Reimer agreed that Diehl should not be put in the middle, and elected officials have authority to manage their own budgets. The Committee discussed possible options including submitting all PAR forms first to the County Administrator for review and if there are any questions the County Administrator will contact the respective department head before sending the PAR to Diehl for processing. Reimer agreed that this would be acceptable. Lang commented that we do not have a major issue; better communication will resolve any issues and did not think any action was needed. Kaiser agreed, her goal was accomplished and she was good with the discussion. Ketelsen and Reimer agreed.

- d) **Review, discussion and possible action on the duties/position description of the Grants Administrator/PCOM position.** John Lang, Chair of the Grant Administration Oversight Committee (GAOC), discussed that the GAOC Committee met on July 22, 2020 and determined that due to increasing duties and responsibilities of the Program Compliance Oversight Monitor (PCOM) portion of this position it has become more than a half time position which does not leave enough time for the Grants Administrator portion of the position. Melisa Hammer, member of the GAOC, recommended that due to the ever increasing job duties and responsibilities, two full time positions be created, a fulltime Grants Administrator position and a fulltime PCOM. Angie Kaiser, member of the GAOC, discussed that the Grants Administrator/PCOM position has evolved over the past couple of years. Originally the PCOM position, which was mandated by the Illinois Department of Transportation, started out as part-time position and when the additional GATA requirements were implemented by the State, a need was created for a Grants Administrator position; as a result a fulltime Grants Administrator/PCOM position was created. More and more State and Federal mandates and grant requirements are now being imposed. Kaiser recommended that two fulltime positions be created. Wages and benefits for the PCOM position are eligible grant expenses and are reimbursed to the County, there would be additional costs associated with a fulltime Grants Administrator. Kaiser recommends that the Grants Administrator report to the County Treasurer as the Treasurer is already very involved with monitoring County grants and the PCOM continue to report to the County Administrator and the PCOM office should be moved back to the Jo Daviess County Transit Building. Dan Reimer, member of the GAOC, discussed the budget impact of creating two fulltime positions and reviewed a cost analysis for both positions. The recommendation is for both positions to be non-exempt 35 hour per week positions. The current fulltime Grants Administrator/PCOM position is an exempt position, pay grade 11. If approved new position descriptions and JDQ's would be developed and classification requests would be sent to Carlson Dettmann.
- i. **PCOM Position Description**
 - ii. **Grants Administrator Position Description**
 - iii. **Full time PCOM position (Recommended by the Grant Administration Oversight Committee, meeting on July 22, 2020).** John Lang made a motion to move forward to the Executive Committee a recommendation to make the PCOM

Position a fulltime position. Seconded by Angie Kaiser. There was further discussion (above). Steve Allendorf expressed concerns with the budget and suggested starting out by making the position 30 hours per week and not eligible for health insurance. Lang suggested that the position needs to be full-time with all fringe benefits in order to attract qualified applicants. Reimer discussed that a majority of the wages and benefits for the PCOM position are reimbursed by the 5311 and DOAP grants. **Steve Allendorf made a motion to amend the motion to make the PCOM position part-time at 30 hours per week.** Kaiser and Lang expressed concerns with limiting the position to 30 hours per week. Kaiser estimated that the County portion of the local match is approximately 10%. Rich Machala was unable to rejoin the Zoom call, but called Reimer and confirmed Kaiser's estimate. **Allendorf withdrew his motion.** The Committee agreed that both positions are very important critical positions. Joe Kratcha expressed concerns with a 35 hour per week position; the higher wages for a 40 hour per week position is more attractive to prospective applicants. Kratcha suggested a possible option which would be to keep the Grants Administrator/PCOM position at 40 hours per week and hire a part-time Grants Administrator. If in the future it is determined the position should be fulltime it can be revised. Toot asked for a roll call. **Roll call 10 ayes, 4 nays Kratcha, Habel, Ketelsen, and Allendorf.**

iv. Full time Grants Administrator position. Melisa Hammer reported that she has taken on some of the Grant Administrator duties as well as assisting with some of the Transit grants and with the ever increasing requirements and mandates understands the need to hire a qualified fulltime Grants Administrator. Bruce Habel suggested that we get caught up and then try to determine the number of hours per week that it will actually take for both positions. Reimer reviewed some of the changes that have occurred in the past year or two with grant administration and now with COVID-19 there are additional responsibilities. Toot asked what the additional cost would be to hire a full-time Grants Administrator. Reimer reviewed a cost analysis for the position. The current FY2021 target amount for wages and benefits for the Grants Administrator portion (50%) of the Grants Administrator/PCOM position is \$36,529. If made a 35 hour per week fulltime position the cost could increase, depending on type of health insurance selected, by approximately \$29,165. Scott Toot stated that he had to leave the meeting at this time 9:54 pm. Before leaving Toot recommended that the Grants Administrator position be made a fulltime position. Kratcha expressed concerns with a 35 hour per week non-exempt position not being as attractive as a 40 hour per week position and suggested the position be an exempt position. **Don Hill made a motion to make the PCOM position a fulltime position. Seconded by Melisa Hammer.** Kathy Phillips asked if the after COVID-19 there would be as much work for the Grants Administrator. Kaiser discussed that even thou COVID-19 has added to the work load there will still be the need for a fulltime position. Habel expressed concerns with making the position fulltime at this time. Don Hill asked to call the question. **Roll call was taken, 10 ayes, 3 nays Kratcha, Habel, and Allendorf.** Recommendation to be moved forward to the Executive Committee, if approved new position descriptions will be developed and a classification review request will be sent to Carlson Dettmann. Steve Allendorf left the meeting at 10:02 a.m. The Committee went back to the agenda item 4.d.

e) Discussion and possible action regarding procedures for when an employee tests positive for COVID-19. Ketelsen asked about the purpose of this agenda item and where

any recommendation would go to next. Reimer discussed that procedures for COVID-19 were discussed at the July Department Head meeting and put on this agenda for further discussion. States Attorney Hay is working on a COVID-19 plan to be reviewed by the Executive Committee. The Committee discussed current COVID-19 policies including the Employee Absence During a Catastrophic Public Health Emergency policy. Hammer discussed concerns with increasing interaction with the public coming to the Courthouse to pay their property taxes. Hammer would like to see a policy that spells out procedures to follow in the case of a known positive COVID-19 visitor or employee. **Hammer made a motion to ask the Executive Committee to review and develop procedures to follow for County facilities when a known positive COVID-19 test has been determined. Seconded by Eric Tison. Roll call was taken, 12 ayes, 0 nays.**

- f) **Discussion and possible action on the vacation leave time “Use it or Lose it” policy.** Kaiser discussed that in September of 2019 the County switched to monthly accrual from annual accrual of vacation leave. Employees were given until April 1, 2020 to come into compliance with the maximum amount of accrued vacation, per the Employee Handbook. Any accrued vacation in excess of policy will be deleted. COVID-19 started prior to April 1st and this policy was suspended and no date for compliance was established. Kaiser suggested that a date should be determined, perhaps January 1, 2022. **Joe Kratcha made a motion to recommend to the Executive Committee to extend the “Use it or lose it” vacation leave policy to January 1, 2022, at which time it will be reviewed by the Personnel Review Committee. Seconded by Bruce Habel.** After further discussion **Angie Kaiser made a motion to amend the motion to add: upon separation an employee will only be paid the regular maximum carryover amount for their vacation time. John Lang seconded the motion.** After future discussion **Kathy Phillips made a motion to amend the original motion to revise the extension date from January 1, 2022 to June 1, 2021.** Lang called for the question. **Roll call was taken on the second amendment to revise the extension date to June 1, 2021 12 ayes, 0 nays. Roll call was taken on the first amendment 7 ayes, 5 nays Tison, Edmonds, Habel, Kratcha, and Hammer. Roll call on the amended main motion 10 ayes, 2 nays Habel and Hammer.** Recommendation will be forwarded to the Executive Committee.
- g) **Discussion and possible action regarding a policy addressing potential issues with using vacation leave time during the COVID-19 pandemic.**

5. Committee Member Comments/Concerns

Craig Ketelsen discussed that he would like to propose a Grounds Manager or Facilities Manager position and asked the Committee for direction on how to proceed. The current Buildings/Grounds/Maintenance Custodian has taken on more duties and responsibilities that are not in his position description. The Committee discussed possible options including creating a new position or reclassifying the existing position. Don Hill suggested creating a new position and having it classified. Hammer suggested that Ketelsen follow the classification/reclassification policy and submit a classification request, JDQ and new position description to the Personnel Review Committee for review and then submit to Carlson Dettmann for classification. The Committee discussed a timeline for the next Committee meeting. Hammer reminded everyone that pending the outcome of the recommendation for a fulltime Grants Administrator and fulltime PCOM, both of those classification requests will have to come back the Committee for review prior to being sent to Carlson Dettmann, so a meeting will have to be scheduled before the end of August.

Ketelsen discussed another item. It was brought to his attention that several employees are interested in the IMRF early retirement program. Ketelsen does not have an opinion one way or the other. IMRF will come up and do a free study and he is asking for permission to contact IMRF to do the free survey. Ketelsen explained that there are several Tier I employees that if they participate will be replaced with Tier II employees and there is potential to save the County money over the long run. Reimer discussed that the County did look into the program years ago during the great recession and it is an option in the County's policy for reducing expenses. There was not an actual IMRF study done at the time. Reimer is not opposed to a study. Lang stated that from past experience you will find it to be very expensive for the employer. Hill agrees with Lang, with early retirement there is a significant cost to the employees and when they see how much it is they usually decide not to participate. Hill indicated to go ahead with the study if it is free. Lang stated he does not have a problem with the County going ahead with a free study. Reimer recommended that the study go to the Finance, Tax & Budgets Committee.

- 6. Establish future meeting date –Eric Tison made a motion to set the next meeting date for the Personnel Review Committee for Thursday, August 20, 2020 at 9:00 a.m. Seconded by Melisa Hammer, roll call motion passed 12 ayes, 0 nays.**
- 7. Citizens' Comments**
- 8. Adjourn**
Bruce Habel made a motion to adjourn at 11:54 a.m., seconded by Eric Tison; roll call motion passed 12 ayes, 0 nays.