

Executive Committee
Tentative Minutes
April 12, 2022

1. Call Meeting to Order: Chairman Finfrock called the meeting to order at 5:09 p.m. Present: Nordman, Fritz, Griffin, Janes, Kenney, Reising, Smith, Sparrow and Finfrock. Others Present: Heuer, County Clerk and Recorder Laura Cook, Treasurer Linda Beck, IT Director Larry Callant and Coroner Lou Finch. Absent: none.
 2. Approval of Minutes – March 8, 2022: Motion by Sparrow to approve the minutes as presented, 2nd by Kenney. Motion carried.
 3. Public Comment: None
 4. Reports of Committees
 - ✓ Road and Bridge: items to be forwarded to County Clerk’s Office
 - ✓ Personnel & Salary: HR Task Force – Coroner Lou Finch commented he has made presentations to the Personnel and Salary and Finance Committee this evening regarding the HR Task Force recommendation to seek an HR position for the County. Motion by Sparrow to move request to the County Board, 2nd by Griffin. Janes asked if the HR position will replace the Personnel and Salary Committee. It was commented that is not the intention. Motion carried.
 - ✓ Supervisor of Assessment, Planning & Zoning: They discussed how well the educational training went last month and they would like to continue with this.
 - ✓ S/Attorney, Court Services - FOCUS House - Judiciary & Circuit Clerk: Several appointment recommendations
 - ✓ County Facilities - County Security - IT: None
 - ✓ HEW, Solid Waste & Veterans: Electronic Recycling
 - ✓ Long Range & Strategic Planning: None
 - ✓ Finance & Insurance: ARPA Requests, Lost Revenue Standard Allowance Ordinance, Audit Presentation
 - ✓ Executive: None
 - ✓ Agriculture: None
 - ✓ Workplace Safety: None
 - ✓ Board Presentations: Judge Hanson Recognition of Service and Conner O’Sullivan - Weld Park Eagle Scout Project
 5. Closed Session - At 5:21 p.m., motion by Kenney to go into Closed Session to discuss employee matters per 5 ILCS 120/2 (c) (1), 2nd by Smith. Roll Call: Nordman, Fritz, Griffin, Kenney, Janes, Reising, Smith, Sparrow and Finfrock. Motion carried.
 6. Open Session – At 5:44 p.m., the committee returned to Open Session. Motion by Smith to move the recommendation of settlement for Coroner employees:
 - \$100 per month as “on-call hours”;
 - minimum of 2 hours at time and a half of their rate after 40 hours;
 - Rate of pay \$23.56 per hour for Deputy Coroners
 - \$4,000 Holiday pay - No double time for holiday pay;
 - \$25 per month for use of private cell phones;
 - Part-time at \$20/hr – no benefits and work under 999 hrs (will wait and see how the proposal works before hiring);
 - Increase Chief Deputy Coroner/Office Manager to \$59,000/yr
- 2nd by Reising. Motion carried.

7. Old Business:
 - ✓ Fiber Grant update: nothing to report
 - ✓ Planning Commission & ZBA Update: Smith updated the committee on the training session and how well it went. Smith commented on the Supervisor of Assessments and Planning and Zoning Committee and County Board should make the final decision.
 - ✓ GREDOC/Economic Development update: Finfrock stated there is office space for Economic Development located on the third floor of the old courthouse. Sparrow commented the new company in Rochelle has been announced, Zekelman Industries will occupy the Nippon-Sharyo building.
 - ✓ ARPA update: Nordman has sent the ARPA recommendations to the County Clerk.
 - ✓ Supervisor of Assessments: Finfrock stated Tricia Black is scheduled to retake the exam.
 - ✓ IACBM update: Nothing to report
8. New Business:
 - ✓ Focus House Spaghetti Dinner: Finfrock announced the dinner has been rescheduled for next week due to inclement weather. They still plan on delivering lunches as scheduled for tomorrow.
 - ✓ Set Elected Official Salaries: Kenney updated the committee on the need to set the salaries for the County Clerk and Recorder, Treasurer and Sheriff. The Sheriff has been taken out of the picture with the new direction from the State of Illinois. The State of Illinois will require that the salary for the Sheriff be at least equal to 80% of the State's Attorney salary. The county will be responsible for 33 1/3% and the State will furnish 66 2/3% of the salary. Sparrow stated until the Governor signs the bill, you need to include the Sheriff in any motions. Kenney stated the recommendation from the Personnel and Salary Committee is to increase the salaries of the County Clerk and Recorder and Treasurer to 2% in 2023, 2% in 2024, 1.5% in 2025 and 1.5% in 2026. Motion by Reising to adopt the increases as recommended for the elected officials until such time the Governor signs the new legislation for the Sheriff's salary, 2nd by Sparrow. Motion carried.
 - ✓ Solid Waste Director: Finfrock stated an interview was held with HEW Chairwoman Dottie Bowers and a representative from the Personnel and Salary Committee and Finfrock. The interviewing committee will recommend Paul Cooney to replace Steve Rypkema who will be retiring soon. Motion by Kenney to approve the recommendation and move forward to the County Board for approval, 2nd by Griffin. Motion carried.
9. Adjournment: With no further business, Chairman Finfrock adjourned. Time: 5:59 p.m.

Respectfully submitted,
Laura J. Cook
Ogle County Clerk and Recorder

Job Summary:

The Ogle County Human Resource Manager will manage, lead and/or direct the routine functions of the Human Resources (HR) department including:

- Assist with Recruitment, job posting and application / Resume review and candidate selection
- Assist with Candidate Interview scheduling & selection processing
- Assist with Onboarding, orientation, and training of new employees
- Review employment **needs**, placement & organizational changes & complete HR Cost-Benefit Analysis of **new and proposed positions and job titles**
- Administering compensation / pay, benefits, and leave, review and **make** recommendations **as needed**
- Assist employees with insurance, pension **and benefits** questions & issues
- Labor relations, contract review and interpretation
- Participate in union contract negotiations
- Performance evaluations assistance & monitoring, and incentive distributions
- Enforcement, and record maintenance of disciplinary actions (progressive discipline if HB 3530 becomes law)
- Maintain employee records and personnel files (or permanent - back-up files)
- Training, development, continuing education & required training record maintenance
- Risk management including liability insurance to include Worker's Compensation Unemployment Insurance, OSHA and workplace safety
- Enforcement of county HR policies and applicable employment laws
- Reviews & Maintains County Employee Handbook & HR Policy annually, recommends changes
- Assist Department Heads w Progressive Discipline and Discharge

Supervisory Responsibilities:

- Recruits, interviews, and trains new staff in the HR department
- Directly Supervises subordinate staff
- Oversees the daily workflow of the department
- Ensures departments perform constructive and timely performance evaluations
- Maintains, and recommends changes, county HR policy, Ogle County Personnel manual and Ogle County Safety manual
- Handles discipline and termination of employees in accordance with county HR policy
- Interfaces with department heads and county board members on HR related issues
- Work with States' Attorney office on HR related legal issues

Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations

- Manages the talent acquisition process, which may include recruitment, interviewing of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent
- Creates learning and development programs and initiatives that provide internal development opportunities for employees
- Oversees employee disciplinary meetings, terminations, and investigations
- Research, participate, and make recommendations in union negotiations in collaboration with department heads
- Performs Cost-Benefits analysis for proposed new employment positions and presents with the Department Head to the board committee and the full board when required
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Performs other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, related field or equivalent experience required
- A minimum of three years of labor-relations / management and union negotiations experience preferred
- A minimum of three years of human resource management experience preferred
- Experience with government laws and regulations strongly preferred
SHRM-CP, SHRM-SCP, PHR or SPHR certificate desired

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift at least 15 pounds at times

The salary recommendation for this position is \$80,000 to \$100,000 base salary for 40 hours
This is also classified as exempt
This position also reports to the County Board Chair.

April 2022

ARPA REQUESTS

DEPARTMENT	VENDOR	DESCRIPTION	NOTES	AMOUNT REQUESTED	OTHER
Zoning		Planning Commission Education/Training Session		\$500.00	
		Planning Commission Annual Membership		\$50.00	
		Advertisement		\$342.00	
IT		Software Convers. server operating software conversion to Office 365		\$12,350.00	
		Processors for Unified Centralized Server		\$25,420.00	
Health Department Original from 2021		Desks	\$6,000	\$ 6,000.00	
		Desk Chairs	\$2,000	\$ 2,000.00	
		Office Chairs	\$3,000	\$ 3,000.00	
		Whiteboards	\$1,500	\$ 1,500.00	
Health Department 2022		Global Industrial™ Expandable Starter Rack		\$520.89	
		Expandable Add-On Rack		\$462.95	
		Storage Cabinet, Turn Handle, Shipping/Handling		\$808.01 \$492.78	
Asbestos Abatement		Not to exceed \$20,000.00		\$20,000.00	

TOTAL \$ 73,446.63