

**Personnel and Salary Committee
Tentative Minutes
July 12, 2022**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 9:00 a.m. Present: Heuer, Corbitt, Droege, Huber, Larson, McKinney and Kenney. Others present: Finfrock, Chief Deputy Coroner Jeanette Bennett, County Clerk and Recorder Laura Cook, County Highway Engineer Jeremy Ciesiel. Absent: none.
2. Approval of Minutes – June 14, 2022 - Motion by McKinney to approve the minutes as presented, 2nd by Corbitt. Motion carried.
3. Public Comment: none
4. New Business:
 - County Board Committee Guidelines – Meeting Report Cards – Kenney presented the document for review. Motion by McKinney to approve, 2nd by Corbitt. Motion carried.
 - Public Defender Salary and Reimbursement: Kenney presented the Illinois Department of Revenue Public Defender Salary Reimbursement in the amount of \$169,878.39.
 - Hiring Process for Human Resources Director: Heuer explained the process of the interviews and background checks that will be done on the HR applicants. Heuer stated there were 16 applicants and they have narrowed it down to 7 for interviews. Kenney stated some were qualified and some were not. Corbitt asked if any department heads will be involved with the interviews. Heuer stated there are no department heads involved as it is the responsibility of the committee. Huber asked if there is a time-frame on the interviews. Heuer stated the first round will be on July 20th and July 22nd and the second round will be August 8th and August 10th. Bergstrom explained the process in more detail: Once the committee receives the packet from Vice-Chairman Nordman, Det. Chad Gallick will perform a basic background check. Bergstrom stated after the second round Det. Gallick will do a more thorough background check. Kenney stated we will also need to inform the applicants that the county is a drug-free employer. Bergstrom informed the committee of the HR Committee structure and how the interviews will be conducted: Det. Chad Gallick, Director of Court Services Cindy Bergstrom, Chief Deputy Coroner Jeannette Bennett, Larson, and Vice-Chairman Nordman for the first round and Chairman Finfrock will be included on those for the second round.
 - Performance Review Format for Appointed Department Heads: Kenney stated they will wait until the Human Resources position has been filled.
5. Old Business:
 - Review of County Highway Engineer’s Salary: nothing at this time.
 - Salary for Non-Represented Employees: Kenney has not been in touch with Finance Chairman Sparrow but this will be discussed at the next meeting. Bergstrom stated since the State increased their compensation schedule the unions will more than likely look at those figures. Bergstrom doesn’t think this will be a problem. Corbitt asked how many non-represented employees are there in the county. Finfrock and Kenny stated there are about 44 non-represented employees.
6. Closed Session: At 9:19 a.m., Kenney stated he would like to go into Closed Session per 5 ILCS 120/2 (c)(1) for discussion of Employee Matters. Motion by McKinney to go into Closed

Session, 2nd by Corbitt. Roll Call: Heuer, Corbitt, Droege, Huber, Larson, McKinney and Kenney.

7. Open Session: At 9:39 a.m., the committee returned to Open Session.
 - Motion by Heuer to recommend to approve a 6-year contract for the County Highway Engineer with the salary of \$146,747, 2nd by McKinney. Motion carried.
 - Motion by Larson to approve the Closed Session minutes (for content only) of July 13, 2021, April 12, 2022 and June 14, 2022, 2nd by McKinney. Motion carried.
 - Kenney stated he approved a bill in the amount of \$10,017 for legal services in regard to the Coroner's Office.
 - Larson stated at the last committee meeting the meal per diem reimbursement was discussed. Will there be a priority list of items for the HR Director to look at when that person is hired? Finfrock stated that is what needs to be done. Kenney stated we do not want to overload the person when they begin working for the county.
 - Ciesiel asked if any changes need to be made in the County Highway Engineer contract. Kenney stated the contract should be reviewed by State's Attorney Mike Rock.
 - Heuer distributed information about Broadband for All. Cook stated she recommended to Nordman to have this information sent out to everyone who has an "@oglecounty.org" email address. Nordman stated this has been done. Cook stated she has not received any information regarding the Broadband Survey. This is a great opportunity to reach a couple hundred people and they can pass the information along as well. Nordman said she will look into this. Cook informed the committee that Nordman asked and Cook approved for flyers to be at the polling places on election day. Nordman will be distributing laminated posters to County Board members today.
 - Larson stated there will be a Lee-Ogle United Way meeting on July 19th at 5:30 p.m. at the Cork and Tap in Oregon.

8. Adjournment: With no further business, Chairman Kenney adjourned. Time: 9:54 a.m.

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

Ogle County Committee Guidelines

Meeting Report Card

- Attend the monthly County Board Meeting and your assigned committee meeting(s) to earn your meeting per diem (plus mileage).
- Each committee meeting you are assigned to as:
 - Committee Chairman - \$100 (plus mileage)
 - Committee Vice-Chairman - \$75 (plus mileage)
 - County Board Member \$70 (plus mileage)
- Special County Board Meetings will be \$70 (plus mileage).
- “Meeting Report Card” is to be signed by the Committee Chairman or Vice-Chairman for each meeting attended.
- Mileage on your report card is to be entered numerically for miles actually driven to and from your home. If you have two meetings in one day, be specific when you enter the mileage. Mark “0” or “None” if you stayed in town and did not actually drive home between meetings. If you car pool, only the driver will be reimbursed for mileage.
- Only charge the County for meetings you are assigned unless pre-approved by the Committee Chairman or the County Board Chairman.
- Any meeting outside the county must be pre-approved by the County Board Chairman, unless it is assigned.
- Conferences or seminars held outside the county will require pre-approval from the County Board Chairman and a signed “Meeting Report Card” for conference reimbursement.
- Refer to “Duties of Committees” of the Ogle County Yearbook for additional rules and guidelines.
- In the event of a meeting cancelled for lack of a quorum, those members answering role call shall receive mileage only.

These rules are meant as “guidelines”. If you are not sure if an expense is appropriate, ask the County Board Chairman or Vice-Chairman.

Whereas, the Ogle County adopted these guidelines in February 2007, with the redistricting after the 2020 Census there is a need to update the per diem.

This will become effective as of December 1, 2022.

Personnel & Salary Committee at their July 12, 2022 meeting.

Presented and approved by the Ogle County Board on July 19, 2022.

John Finrock, Chairman

Laura J. Cook, County Clerk & Recorder



Illinois Department of Revenue
Salary Reimbursement

OGLE COUNTY
 PO BOX 40
 OREGON, IL 610610040

Letter Date: 6/9/2022
 Fiscal Year: 2023
 Effective as of: 7/1/2022

FILED

JUN 16 2022

Laura J. Cook
 COUNTY CLERK RECORDER

The state's attorney and assistant state's attorney salary reimbursement amounts will be:

Base Salary	2.90 % COLA	Salary
\$183,434.18	\$5,319.59	\$188,753.77

Reimbursement breakdown

	Total Reimbursement	Monthly Reimbursement
1 State's Attorney Salary	\$166,922.77	\$13,910.23
2 Asssistant State's Attorney	\$0.00	\$0.00
Mental Health Institution:		
3 Asssistant State's Attorney	\$0.00	\$0.00
Higher Education Facility:		
Total	\$166,922.77	\$13,910.23

Our records indicate that your county has a full-time Public Defender, per Statute (55 ILCS 5/3-4007) you are required to maintain a salary of at least 90% of the county's State's attorney's annual salary. Your new **Public Defender's Salary should be \$169,878.39**. Your new monthly Public Defender's reimbursement amount will be \$9,436.74. We will require a PTAX-451 completed for the Public Defender's salary increase, along with authorizing documentation.

If you have any questions, please contact our Springfield office weekdays between 8:30 a.m. and 4:30 p.m.

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