



McHenry County
Board of Health - Personnel Committee - Public Meeting
AGENDA

June 11, 2024, 6:30 PM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Pages

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
3. APPROVAL OF MINUTES
 - 3.a January 8, 2024 2
4. NEW AND UNFINISHED BUSINESS
 - 4.a Position Reclassification Resolution 3
 - 4.b New Proposed Position Classification within Environmental Health
 - 4.c Public Health Administrator Mid-Year Assessment Discussion
 - 4.d Public Health Administrator Future Employment Contract Discussion
5. EXECUTIVE SESSION (IF NEEDED)
 - 5.a Approval of Executive Session Minutes 1/8/2024
6. REGULAR SESSION-APPROVAL OF MINUTES
7. ADJOURNMENT



McHenry County
Board of Health - Personnel Committee - Public Meeting
MINUTES

January 8, 2024, 6:30 PM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Joseph Clarke, Juliana Morawski, Pamela Althoff, Cecilia Carman, Guadalupe Ortiz

Full comments on all agenda items are included in the audio recording of this meeting.

1. CALL TO ORDER

Meeting called to order by J. Clarke at 6:45 pm.

2. PUBLIC PARTICIPATION

3. APPROVAL OF MINUTES

3.1 Personnel Committee Mtg. Minutes-November 2, 2023

Mover: Juliana Morawski
Second: Pamela Althoff

Approved by Voice

4. NEW AND UNFINISHED BUSINESS

5. EXECUTIVE SESSION

Motion made by P. Althoff, second by G. Ortiz to go into Executive Session at 6:46 pm to conduct an evaluation of the Public Health Administrator.. Motion passed unanimously with a voice vote.

5.1 Public Health Administrator Evaluation

6. ADJOURNMENT

Regular Session reinstated at 8:42 pm.

Julie Morawski motioned to adjourn, second by Guadalupe Ortiz. All in favor by voice vote.

R E S O L U T I O N - S U P E R M A J O R I T Y

Resolution to Authorize Reclassification of Position #051001699 from Assistant Director of Nursing to the Director of Community Health (51)

WHEREAS, the Department of Health must be structured effectively to conduct business and deliver mandated and essential services efficiently to protect and promote public health in McHenry County; and

WHEREAS, the proposed personnel changes support the Department's efforts to meet workforce needs, including current and future deliverables, balance workloads, provide pathways to advancement, and retain qualified, experienced staff; and

WHEREAS, the County adopted a Salary Administration Policy which outlines the process for classification and reevaluation of positions where there has been a significant change in job duties, responsibilities and/or qualifications of a position; and

WHEREAS, a Comprehensive Position Questionnaire (CPQ) was presented to the Director of Human Resources for grading through the Archer Classification and Compensation system and supports the reclassification of position 051001699 from Assistant Director of Nursing-Community Health (16E) to Director of Community Health (18E); and

WHEREAS, the anticipated financial impact of the proposed staffing change is \$5,816.22 and is expected to be absorbed within the Department's existing FY24 budget due to savings from turnover and/or unfilled positions; and

WHEREAS, the County Salary Administration Policy requires reclassification done outside of the budget process be approved by the appropriate committees and the County Board, and has been reviewed by the Board of Health, Public Health and Community Services, and Administrative Services committees, and is being recommended to the County Board for approval.

NOW, THEREFORE IT BE RESOLVED, by this County Board of McHenry County, Illinois that the Director of Human Resources is hereby directed and authorized to make the requested personnel change to the McHenry County Department of Health's departmental roster to be effective July 1, 2024; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of the Resolution to the Director of Human Resources, Chief Financial Officer, County Administrator and the Public Health Administrator

DATED at Woodstock, Illinois, this 16th day of July, A.D., 2024.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

Health-2024-012

RESOLUTION

SUBJECT: Resolution to Authorize Reclassification of Position #051001699 from Assistant Director of Nursing to the Director of Community Health (51)

Board / Committee Action Requested: Authorize personnel changes to the Department of Health's FY2024 roster effective July 1, 2024.

Background and Discussion: The Public Health Administrator is restructuring the Department and creating a new division to respond to changing demands in community health deliverables, address workforce needs, balance workloads, provide pathways to advancement, and retain qualified, experienced staff.

Impact on Human Resources: None

Impact on Budget (Revenue; Expenses, Fringe Benefits): No impact. Cost expected to be absorbed within the Department's existing FY24 budget.

Impact on Capital Expenditures: None

Impact on Physical Space: Reorganizing existing space

Impact on Other County Departments or Outside Agencies: None

Conformity to Board Ordinances, Policies and Strategic Plan: Supports the Department of Health's Strategic Plan, Priority 2: Ensure a Sustainable, Skilled, and Competent Workforce; Priority 3: Cultivate Public Health 3.0; and County Strategic Plan, Organizational Advancement, Strategic Goal 3