



McHenry County
Administrative Services - Public Meeting
MINUTES

June 5, 2024, 8:30 AM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Joseph Gottemoller, Theresa Meshes, Matt Kunkle, Pamela Althoff, Gloria Van Hof, Terri Greeno, Eric Hendricks

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

1. CALL TO ORDER

Meeting called to order at: 8:30 AM

Also present: Peter Austin, County Administrator; Scott Hartman, Deputy County Administrator; Kerri Wisz, Chief Financial Officer; Cheryl Chukwu, Director of Human Resources; Suzanne Ziebart, Assistant HR Director; Melissa Adamson, Health Administrator; Sandra Salgado, Sheriff's Office Business Manager; Maryellen Howell, Animal Control Administrator; Lynnsey Osborne, Facilities Coordinator.

Mover: Meshes
Second: Althoff

To allow the remote attendance of Mr. Hendricks.

Aye (5): Gottemoller, Meshes, Kunkle, Althoff, and Greeno

Abstain (1): Hendricks

Absent (1): Van Hof

Recommended (5 to 0)

2. MINUTES APPROVAL

Mover: Meshes
Second: Kunkle

Approve previous minutes from the 05/08/24 meeting.

Aye (6): Gottemoller, Meshes, Kunkle, Althoff, Greeno, and Hendricks

Absent (1): Van Hof

2.1 Administrative Services - Public Meeting - May 8, 2024 8:30 A.M.

3. PUBLIC COMMENT

Sandra Salgado, Sheriff's Business Manager, regarding the Reclassification Resolution that did not get on the agenda.

4. MEMBERS' COMMENTS

None.

5. NEW BUSINESS

None.

6. ROUTINE CONSENT AGENDA

Mover: Althoff

Second: Greeno

To approve the items of the routine consent agenda.

Aye (6): Gottemoller, Meshes, Kunkle, Althoff, Greeno, and Hendricks

Absent (1): Van Hof

Recommended (6 to 0)

6.1 Resolution Authorizing Suzanne Ziebart, Human Resources Director for McHenry County Government, to Serve as the McHenry County Authorized Agent to the Illinois Municipal Retirement Fund Act (09)

Mover: Althoff

Second: Greeno

Suzanne Ziebart, McHenry County Human Resources Director be and is hereby appointed as the Authorized Agent of McHenry County, Illinois for the purposes of the Illinois Municipal Retirement Fund Act.

Recommended

6.2 Resolution Authorizing a Collective Bargaining Agreement Between the Illinois Fraternal Order of Police, the McHenry County Sheriff, and the County of McHenry for the Time Period of 12/1/23 through 11/30/26 (09)

Mover: Althoff

Second: Greeno

Recommended

6.3 Resolution Creating the Position of Graduate Intern in the County Administration Departmental Roster and Authorizing an Emergency Appropriation to the FY 2024 County Administration Budget for Corresponding Salary Expenses (18)

Mover: Althoff
Second: Greeno

To approve the creation of a Graduate Intern position in County Administration and an emergency appropriation to the FY 2024 Budget.

Recommended

6.4 Resolution Setting the Holiday Schedule for 2025 (18)

Mover: Althoff
Second: Greeno

To approve the resolution setting the Holiday Schedule for 2025.

Recommended

6.5 Resolution Adopting Reclassification and Title Changes Within the Department of Health's Departmental Roster (51)

Mover: Althoff
Second: Greeno

Approval of title change and grade change to the Department of Health's FY24 roster based on the results of the position re-evaluation process.

Recommended

7. OLD BUSINESS

7.1 Review and Discussion of Board Rules

Ms. Van Hof arrives at 8:36 A.M.

Scott Hartman, Deputy County Administrator, joined the committee for the Review and Discussion of Board Rules.

- Article I, Section 2: Add PED Chair in the County Board Chair succession.
- Article I, Sections 3.1, 3.5 and 3.6: Indicate one member of F&A, PHCS & TC is to be selected to serve on the Senior Services Grant Commission (aligns with recently amended SSGC By-laws)
- Article II, Section 2.9 – NEW SECTION – Memorializes practice of CA to confer with Committee Chair and Cancel meeting for insufficient agenda.
- Article II, Section 3.1 – Add language to require Board Members contact the Committee Chair if they are unable to attend the meeting.
- Article II, Section 4: Provide a rule or guidance pertaining to Board Members reading public comments during Members Comments.
- Article III, Section 1.4: Remove the requirement to post a copy of the public comment sheet during the meeting prior to public comment.
- Article III, Section 2.3 - NEW SECTION: Creates a reporting requirement for appointed boards, commissions, etc.

- Article III, section 4.11: Excludes speed limit change ordinances from the automatic 30 day review waiver.
- Article III, Section 4.14 - NEW SECTION: Requires separate altered speed zone (speed limit) ordinances for each speed study reviewed and stipulates each ordinance will go to the County Board for consideration, regardless of TC recommendation.
- Article III, Section 4.21 – NEW SECTION: Proposes “Stay in your lane” language.
- Article III, Section 4.22 – NEW SECTION: Proposes rules on proclamations and special recognitions.
- Article IV, Section 1.10 – NEW SECTION: Proposes a rule or guidance pertaining to County Board communications during meetings.
- Article IV, Section 2.3 – Remove antiquated reference to *carbon*

Pursuant to Preamble Section 2, a written notice of any changes to the Board rules shall be presented to the County Board at least 14 days prior to the consideration of any such changes by the County Board. As directed by the Administrative Services Committee, this communication along with the proposed changes shall serve as the written notice. This matter will appear before the County Board in resolution form for your consideration at the July 16 meeting.

Mover: Van Hof
Second: Kunkle

Approve the recommended changes to the Board Rules and facilitate the process to present them to the full County Board for adoption.

Aye (7): Gottemoller, Meshes, Kunkle, Althoff, Van Hof, Greeno, and Hendricks

Recommended (7 to 0)

8. PRESENTATION

8.1 Committee Introduction to Budget Software for FY25 Budget Presentations

Kerri Wisz, Chief Financial Officer, and Peter Austin, County Administrator, joined the committee for the presentation.

Mr. Austin stated as soon as next month they will begin bringing budgets before the committees but they are going to do it differently than what was done in the past. He stated Ms. Wisz was going to provide an overview of the tool and how members can view them on their own.

Ms. Wisz stated before they got into the budget they wanted to talk to all of the committees so they could reach every Board Member. The direction was to move quickly through the budget presentations, which is sufficient but there could be some detriment to the new Board Members. She stated they would still like to be efficient and fast but in a different format, and the hope is for the format to be easier and provide answers to questions and the ability to locate information if needed. Once the software is up it will be found on the Finance page under the budget section there will be a link that says "2025 Draft Budget", which will be the easier way to view it but there will also be a link in the members' packets that are going to go out. She then went through the draft version of her anticipated software demonstrating how the members would navigate through it to locate information.

After going through the draft, Ms. Wisz mentioned that once she makes the software public for the Board Members to see it will be available for the public as well, but she did want to note that as they are going through the budget process the documents will constantly be changing.

9. REPORTS

9.1 Capital Plan Update

Lynnsey Osborne, Facilities Coordinator, joined the committee to discuss the report.

- Crystal Lake Public Health utilizing the ARPA funds is a 2024 engineering design and a 2025 build. She stated they had their first kick-off meeting which went well, and the Health Department has agreed upon a plan so they are going to start a design and get the bid documents out. She noted they are hoping to come forward around August/September for approvals of contracts so they can start the build next year.

Ms. Althoff stated there was some concern about designing a drive-thru for animals and humans or how they could accommodate both, and inquired if she is aware of that and can speak to it.

Ms. Osborne stated they have had lengthy discussions about that but the current fund that was approved is showing only a drive-thru for humans, due to budget restraints they limited the drive-thru to people.

- Coroner Suite and Laboratory Renovations had its kick-off meeting a few weeks ago and it has a December bid with a 2025 build. She stated later in the afternoon they will meet with mechanical/electrical engineers to confirm that everything matches up with the concept that they came up with.
- The Administration Parking Lot plans and specs are 2024 and 2025 will be the build. She mentioned that the County Board approved the engineering in May, so they will be working with that engineer to come up with plans for incorporating the infrastructure.
- The Administration Rooftop Replacement went in front of the Board last month so they have the equipment approved to be pre-purchased, and they are currently working with the County Administration on the Energy Efficiency Conservation Block Grant (EECBG) Grant application which is in process so they are hoping to get funds used against the pre-purchased. Mechanical installation bidding will occur around October/November and that equipment will be installed in 2025.
- Valley Hi is moving along, Mr. Annarella reported last month that the ceiling grid was going in as well as the Nursing call station. She stated that Mr. Annarella and the Purchasing Department put out the furniture contract so that is being purchased, so that is moving along well.

9.2 Human Resources Update

Cheryl Chukwu, Director of Human Resources, joined the committee to discuss the report.

- Ms. Chukwu stated they had not done a vacancy report since January but had 59 position vacancies and as of June, they had 62. A few years ago the number was around 100, so the compensation study has helped because it allows them to keep up with the local market.
- She stated during the budget process they are asked to keep their reports shorter, but before she leaves she wanted the committee to understand everything that Suzanne Ziebart will be working on fully. Currently, the County has three Medical Insurance plans, an HMO, a PPO, and a high-deductible PPO. Along with a Health Savings Account (HSA), the County contributes \$1250 for singles and \$2500 for families. She stated they have one Prescription Insurance Company Express Scripts. Two Dental Insurance plans one is basic and the other is a higher-level select vision. Two Life Insurance Policies and IMRF have a death benefit as well.
- She stated McHenry County is now one of two members of the Intergovernmental Benefits Cooperative. She has sat on the Executive Committee for the last four years and her term expires in June, Suzanne Ziebart has been appointed to the Operations Committee. McHenry

County is the second largest entity within The Intergovernmental Personnel Benefit Cooperative (IPBC).

- They have had a contract with TASC for four years which expires in April of 2025, and they are looking to see if there is a better FMLA provider, so the Board may see something come forward moving the County's FMLA provider.
- McHenry County is required to be a member of the Illinois Municipal Retirement Fund (IMRF) which is the County's pension fund, as well within IMRF they administer Voluntary Additional Contributions and people can contribute up to an additional ten percent of their paychecks. They also work with IMRF to host one-on-one meetings with employees who are close to retirement and general training.
- They have really built up the Wellness Program and training. Last year the County received the Gold Seal for Workplace Mental Health and this year the County received the Platinum, so they need to continue living up to that.
- The Employee Assistance Program (EAP) is an IPBC benefit and is useful for staff in the County who see trauma and have a need for support.
- Student Loan Repayment & Tuition Reimbursement Programs were introduced to the County about seven years ago and they were using interest money that the employee benefit fund had been earning. The programs are constantly being promoted, but not as many employees utilize them, but it does serve those who do.
- Mentorship & Career Development Programs evolved out of some Ad Hoc groups that consisted of employees from every level of the organization and are rolling.
- Supervisor Training Program has landed into six trainings, so as new supervisors join the County they will go through every training.
- Every year they conduct two employee surveys and make adjustments as needed.
- Anti-harassment & Anti-bullying training needs some adjustments because people are not fully watching the training but marking them complete.
- Classification & Compensation get done as positions evolve and as the market adjusts every two years.
- ADA
- Personnel Policies are continuously updated.
- Recruitment & Orientation's biggest change is an assertive effort by getting into the High Schools and increasing the use of internships.
- Labor relations consist of union negotiations and grievances.
- Employee recognition is having its Spring Public Service Recognition Week.
- Investigations and Problem Solving.
- Merit Commission - Staffing and testing.
- Unemployment.
- Personnel File and Other Documentation Management.
- Separations:

- Retirement
- Terminations
- Audits and Reconciliations.
- Sick Buy Back Program Administration.
- HRIS - Kronos administrations and training
 - Accrual maintenance

9.3 Communications

None.

9.4 Administrator Report

Peter Austin, County Administrator, joined the committee to discuss the report.

- He stated that they are going to have a big written report at the Committee of the Whole next week
- Deputy County Administrator Scott Hartman, Director of Workforce Network Jeffery Poynter, Director of Workforce Network Board Jake Rohn, and himself went out to the US Medical Glove Company last Thursday to meet with the CEO and Director of Human Resources. He stated it was good to get a conversation going about what is going on out there, and he mentioned the reality is that they need more people because they are in such a difficult place to attract.
- Last Friday they posted the Chicago Metropolitan Agency for Planning (CMAP) Chairman at a meeting at the Regional Training Facility and it was great as they had the Cook County President, the Chairs of Lake, Kendall County, and an Executive from Will County virtually.
- Interns were referenced, and the County Administration Department will be hosting a few interns over the summer. One recently graduated high school student and one college senior, but they will start on June 17 and June 24.

10. FUTURE TOPICS

None.

11. EXECUTIVE SESSION (AS NECESSARY)

None.

12. ADJOURNMENT

Mover: Althoff

Secunder: Kunkle

To adjourn the meeting at 10:07 A.M. -TCCazares

Aye (7): Gottemoller, Meshes, Kunkle, Althoff, Van Hof, Greeno, and Hendricks

Recommended (7 to 0)