

# RESOLUTION - SUPERMAJORITY

## 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)

**WHEREAS**, the staffing needs, workload, and essential functions of County Administration have grown and evolved over time and accordingly, justifies the need for additional professional level assistance and would better enable the County to pursue its strategic goals; and

**WHEREAS**, a paid graduate level intern position would provide additional support and work capacity for County Administration in a cost effective manner; and

**WHEREAS**, this additional personnel expense, estimated to be about \$11,500 for the remainder of the current fiscal year, was not contemplated in the FY 2024 Budget and therefore, an emergency appropriation to increase the County Administration (Department 18) personnel budget accordingly would be necessary; and

**WHEREAS**, other costs such as payroll taxes, IMRF and equipment, can be absorbed in the current budget; and

**WHEREAS**, this resolution has been reviewed by the Administrative Services Committee and the Finance & Audit Committee.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it hereby authorizes and directs the Director of Human Resources to create a new hourly position of part time Graduate Intern contemplated at approximately 1,250 hours per year; and

**BE IT FURTHER RESOLVED**, by this County Board that the following emergency appropriation to the FY 2024 General Fund is hereby authorized:

REVENUE:

Utilization of Fund Balance	099100-91-901-9000-100	\$11,500
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EXPENDITURE:

Part Time Salaries	302010-18-1800-100	\$11,500
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**BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Director of Human Resources, Director of Public Affairs, Chief Financial Officer, Deputy County Administrator and County Administrator.

**DATED** at Woodstock, Illinois, this 18th day of June, A.D., 2024.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

Admin/Fin-2024-033

## RESOLUTION

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**SUBJECT:** 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)

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**Board / Committee Action Requested:**

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

**Background and Discussion:** The staffing needs, workload and essential functions of County Administration have grown and evolved over time and accordingly would benefit from additional professional level staff support. This additional support can be provided by a graduate level intern working about 1,250 hours per year. If approved, the initial intent would be to bring in a graduate student who is pursuing their Master of Public Administration degree from Northern Illinois University. NIU has a long-standing internship program as part of the MPA degree which gives students practical public administration experience and career development while at the same time providing the host organization with additional professional level support on a part-time basis. This approach will provide McHenry County with the analytical caliber necessary to assist County Administrative staff with special projects, research and management tasks in a cost-effective manner.

If the County is successful in getting an intern, the internship will likely begin this summer. Since the wages were not contemplated in the FY 2024 Budget, an emergency appropriation for salary in the amount of \$11,500 will be necessary. This will be funded out of the General Fund's fund balance. The remaining FICA and IMRF payroll expenses, estimated to be \$875 and \$690, respectively, can be absorbed in the current year's budget. This position will not be eligible for health benefits.

**Impact on Human Resources:** This will add additional support for County Administration.

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** An emergency appropriation in the amount of \$11,500 will be necessary to account for this part-time salary. Other payroll expenses will be absorbed in the existing budget.

**Impact on Capital Expenditures:** None.

**Impact on Physical Space:** None. This position will occupy a vacant office cubicle in the County Administration suite.

**Impact on Other County Departments or Outside Agencies:** This position will be available to assist other county departments with special projects from time to time.

**Conformity to Board Ordinances, Policies and Strategic Plan:** This action directly contributes to the McHenry County Strategic Plan Organizational Advancement Goal 3: *Develop and implement a County-wide staffing plan to enhance recruitment and retention efforts for quality/skilled employees.*