

RESOLUTION

Resolution Authorizing Position Reclassifications for the McHenry County Mental Health Board and a Budget Line-Item Transfer to the FY25 Mental Health Board Budget (18)

WHEREAS, Section 3e(1)(e) of the Community Mental Health Act, 405 ILCS 20, authorizes the McHenry County Mental Health Board to authorize and disburse money from the community mental health fund for payment for the ordinary and contingent expenses of the Mental Health Board; and

WHEREAS, Section 3e(2)(c) of the Community Mental Health Act, 405 ILCS 20, further authorizes the Mental Health Board to employ, establish compensation for, and set policies for its personnel to carry out the purposes of the Community Mental Health Act and prescribe the duties thereof; and

WHEREAS, Section 3e(2)(q) of the Community Mental Health Act, 405 ILCS 20, states the Mental Health Board has the responsibility to set, maintain, and implement its budget; and

WHEREAS, in January 2025, the Executive Director of the Mental Health Board, in collaboration with the McHenry County Director of Human Resources, conducted a comprehensive review of position 25004508 and its job description; and

WHEREAS, the review identified the need to reclassify the position to better align the job classification with the duties performed and the evolving personnel needs of the Mental Health Board; and

WHEREAS, as a result of this review, the Mental Health Board considered and approved at its meeting dated January 28, 2025, the reclassification of position 25004508 from Executive Assistant (Grade 10E) to Building and Operations Manager (Grade 12E) and the reclassification of position 25004823 from Training Assistant (Grade 3N), Part-Time (20 hours per week), to Full-Time (30 hours per week); and

WHEREAS, the annual financial impact to the personnel budget in the Mental Health Board budget of these reclassifications is \$17,125 which can be absorbed with the transfer; and

WHEREAS, the Mental Health Board's payroll is administered by the McHenry County Human Resources Office; and

WHEREAS, for County staff to have the official authority and direction necessary to implement these payroll changes in the County's payroll software, documentation of this resolution must be recorded, approved, and maintained in the County's official records.

NOW, THEREFORE, BE IT RESOLVED by this County Board of McHenry County, Illinois, that it update its records as set forth herein to reflect the Mental Health Board's actions; and

BE IT FURTHER RESOLVED, hereby authorizes the Human Resources Office to update the Mental Health Board employee roster, reflecting the position reclassifications as detailed in this resolution; and

BE IT FURTHER RESOLVED, the FY2025 Mental Health Board budget is hereby adjusted to accommodate the financial requirements associated with these position changes as follows:

From:		To:	
304010-30-25-2500-211	\$5,000	301010-30-25-2500-211	\$15,051
400700-40-25-2500-211	\$2,125	310510-30-25-2500-211	\$ 1,151
443500-40-25-2500-211	\$5,000	311010-30-25-2500-211	\$ 923
443800-40-25-2500-211	\$5,000		

BE IT FURTHER RESOLVED, that County staff is hereby directed and authorized to process the payroll changes as specified with an effective date of February 1, 2025; and

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

DATED at Woodstock, Illinois, this 18th day of March, A.D., 2025.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk



McHenry County Board

County Board Room
Woodstock, IL 60098

Meeting: March 18, 2025
Department: County Administration
Prepared By: Kathie Bough

RESOLUTION

SUBJECT: Resolution Authorizing Position Reclassifications for the McHenry County Mental Health Board and a Budget Line-Item Transfer to the FY25 Mental Health Board Budget (18)

Board / Committee Action Requested:

To approve a resolution authorizing position reclassification for the McHenry County Mental Health Board and an adjustment to the FY25 Mental Health Board budget.