

# RESOLUTION

## Resolution Authorizing Temporary Compensation for Mental Health Board Staff During Executive Director Vacancy (09)

**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 the payment of 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 Act and prescribe the duties thereof; and

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

**WHEREAS**, effective March 28, 2025, the position of Executive Director of the Mental Health Board became vacant; and

**WHEREAS**, in the absence of the Executive Director, the Mental Health Board's management team — consisting of the Building and Office Operations Manager, Compliance and Operations Manager, and Fiscal Operations Manager — has assumed additional responsibilities to maintain operations and continuity of services; and

**WHEREAS**, in consideration of the increased workload and additional duties being performed by these individuals, the Mental Health Board has proposed the following temporary bi-weekly compensation adjustments effective until the Executive Director position is filled:

- Building and Office Operations Manager (Position# 25004508) – \$1,000 bi-weekly
- Compliance and Operations Manager (Position# 25000706) - \$500 bi-weekly
- Fiscal Operations Manager (Position# 25002307) - \$500 bi-weekly; and

**WHEREAS**, the total estimated cost of this temporary compensation, should the Executive Director position remain vacant through November 2025, is approximately \$32,000, and the current FY2025 Mental Health Board budget has available salary capacity of \$60,893 from the unfilled Executive Director position; and

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

**WHEREAS**, to acknowledge and implement the proposed compensation changes, documentation of this resolution must be recorded, approved, and maintained in the County's official records.

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of McHenry County, Illinois, that it acknowledges the Mental Health Board's proposed temporary compensation adjustments as outlined above; and

**BE IT FURTHER RESOLVED**, the Human Resources Office is hereby authorized to process the temporary payroll changes to reflect the approved compensation adjustments, effective April 20, 2025, through the appointment of a new Executive Director; and

**BE IT FURTHER RESOLVED**, that County staff is hereby directed and authorized to implement the specified payroll changes, and the County Clerk is authorized to distribute a certified copy of this Resolution to the President of the Mental Health Board, the Director of Human Resources, the Chief Financial Officer, and the County Administrator.

**DATED** at Woodstock, Illinois, this 20<sup>th</sup> day of May, A.D., 2025.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

## RESOLUTION

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**SUBJECT:** Resolution Authorizing Temporary Compensation for Mental Health Board Staff During Executive Director Vacancy (09)

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**Board / Committee Action Requested:**

To approve a resolution approving the temporary compensation for Mental Health Board staff during the Executive Director vacancy.

**Background and Discussion:**

The Executive Director position at the Mental Health Board (MHB) became vacant effective March 28, 2025. In the absence of the Executive Director, MHB management staff have assumed additional duties to ensure operations continue. Temporary compensation adjustments are proposed for the Building and Office Operations Manager, Compliance and Operations Manager, and Fiscal Operations Manager to compensate for their increased workload.

**Impact on Human Resources:**

The payroll changes will involve the Human Resources Office for processing the temporary compensation adjustments. The temporary adjustments will be reflected in the payroll system, with effective pay changes starting on April 20, 2025.

**Impact on Budget (Revenue; Expenses, Fringe Benefits):**

**Where is the money coming from?** The funding will come from the unfilled Executive Director position's salary allocation in the FY2025 MHB budget.

**Was it budgeted?** Yes, the money is budgeted as part of the salary reserve from the vacant Executive Director position.

**Is it from a grant? Is there a match?** No, the funds are from the MHB's personnel budget.

**Is the money coming from the fund reserve?** No, these funds are from the existing operational budget.

**Will it be an ongoing expense?** No, this is a temporary expense until the Executive Director position is filled.

**Why was this not addressed during the budget development process?** The vacancy occurred after the budget development process was completed.

**Can this wait until the next budget is developed?** No, the temporary compensation adjustments are necessary to ensure continuity of MHB operations while the Executive Director position remains vacant.

**Position Reclassification or Regrade, please address the following:**

**Can the department's budget absorb this cost?** Yes, the department's budget can absorb this cost using the funds allocated for the unfilled Executive Director position.

**When will the new pay rate be effective?** The new pay rates will be effective beginning April 20, 2025.

**How does this change support the department's operational needs?** These changes compensate management staff for the additional duties they are performing in the absence of the Executive Director, ensuring continued MHB operations.

**Impact on Capital Expenditures:**

There is no impact on capital expenditures.

**Impact on Physical Space:**

There is no impact on physical space.

**Impact on Other County Departments or Outside Agencies:**

No impact is expected on other county departments or outside agencies.

**Conformity to Board Ordinances, Policies and Strategic Plan:**