

RESOLUTION

Resolution Extending the Term of the Temporary Community Development Specialist Position through FY25 (10)

WHEREAS, the Community Development Division of the McHenry County Department of Planning and Development is required to complete certain action plans, with required submission to the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Community Development Division of the McHenry County Department of Planning and Development also develops action plans that improve opportunities and financial entitlement for the community and its residents; and

WHEREAS, on April 19, 2022, the McHenry County Board approved Resolution R-202204-10-064 for an Independent Contractor to complete Planning and Homeless Management Information System database management on behalf of the Division; and

WHEREAS, on February 21, 2023, the McHenry County Board approved Resolution R-202302-10-041 to convert a the Independent Contractor to a Temporary Employee with a term to expire on April 18, 2025 and comply with Department of Labor FLSA rules; and

WHEREAS, the Grade 8E role will cost \$37,050.49 and approximately \$9,300 in contributions to the Illinois Municipal Retirement Fund and Health Insurance costs of for the remainder of the year is supported by two vacant positions; and

WHEREAS, the Public Health and Community Services and the Finance & Audit Committees have reviewed the request.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the extension of the Temporary Community Development Specialist term through November 30, 2025; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois that the one (1.0 FTE) Temporary Community Development Specialist (Grade 8E) established on February 22, 2023, be extended through November 30, 2025; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Administrator, the Director of Procurement & Special Services, the Director of Planning and Development, the County Auditor, and the Community Development Administrator

DATED at Woodstock, Illinois, this 15th day of April, A.D., 2025.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Extending the Term of the Temporary Community Development Specialist Position through FY25 (10)

Board / Committee Action Requested:

To extend one (1.0 FTE) Temporary Community Development Position term to November 30, 2025.

Background and Discussion:

On February 21st 2023 the McHenry County Board approved Resolution R-202302-10-041 for a temporary employee termed through April 18, 2025. Due to attrition, this temporary role evolved from the singular project scheduled under the independent contractor agreement, the Homeless Management Information System (HMIS) database management, to involvement on multiple operational tasks, to being the primary on data collection initiatives and the lead for the Continuum of Care. The HMIS system went live in January 2025 and the Temporary CD Specialist became key staff for the Consolidated Plan, a data centric project. The role has compiled data for the Analysis of Impediments to Fair Housing and the Market Analysis, both foundational elements of the Consolidated Plan.

The role has evolved and remains needed within the Division. If approved the Department would benefit from the continuity of staff on the Consolidated Plan among other initiatives. To retain this employee long term, the Department will seek approval to reclassify the vacant Senior Community Development Specialist (Grade 11E) to a Community Development Specialist (Grade 8E) during the FY26 Department Budget request.

Impact on Human Resources:

The current staff and projects are greatly benefited by retaining the current employee. Long term the employment structure will be normalized, removal of temporary and termed employee roster positions.

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

Federal grant funding had been reserved for the Contractual Agreement. The funding for the remainder of FY25, estimated to be \$46,350.49, is supported by vacancies at the Senior and Community Development specialist positions. These positions have been budgeted and funded through federal grants.

Impact on Capital Expenditures:

None

Impact on Physical Space:

The Temporary Employee will continue to be entirely remote. If the reclassification to a full-time employee is approved, then the position will be required to report to the office similar to all full time Planning and Development positions.

Impact on Other County Departments or Outside Agencies:

Retaining this role will allow for consistent staffing and support from the Community Development Division.

Conformity to Board Ordinances, Policies and Strategic Plan:

The request conforms with County policies and procedures.