

RESOLUTION

Resolution Authorizing the Reclassification of Position 25000706 Compliance & Operations Manager to Deputy Director, Position 25004508 Building & Office Operations Manager to Executive Assistant within the McHenry County Mental Health Board Roster (25)

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 of 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, upon recent reorganization, McHenry County Mental Health Board has reviewed and approved at its August, 26, 2025 board meeting changes to its roster, specifically two position reclassifications that are deemed necessary to allow MHB to carry out its mandates of the Act and to bring the position classifications more in line with organizational needs and expected duties being performed; and

WHEREAS, the reclassification of position 25000706 Compliance and Operations Manager (grade 12E) to Deputy Director (grade 14E) to be effective September 29, 2025, has been analyzed in accordance with the Archer System Classification and reviewed in consultation with the McHenry County Director of Human Resources; and

WHEREAS, the reclassification of position 25004508 Building and Office Operations Manager (grade 12E) to Executive Assistant (grade 6E) to be effective September 29, 2025, has been analyzed in accordance with the Archer System Classification and reviewed in consultation with the McHenry County Director of Human Resources; and

WHEREAS, the McHenry County Mental Health Board has reviewed and approved the annual decrease to personnel expenses for the two position reclassifications of \$(15,523) (per Position Change Summary, Exhibit I), which will not require any change to the FY2025 personnel budget; and

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois, that it hereby authorizes the position reclassifications and salary changes as outlined within this resolution and shown on the attached required Position Change forms (attached hereto and made part hereby) and directs the Director of Human Resources to make the related updates to the McHenry County Mental Health Board departmental roster effective with the pay period beginning September 21, 2025; and

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, the Deputy County Administrator, the Chief Financial Officer, the County Administrator, and the Mental Health Board Executive Director.

DATED at Woodstock, Illinois, this 16th day of September, A.D., 2025.

Michael Buehler, Chairman
McHenry County Board

ATTEST:

Joseph J. Tirio, County Clerk

RESOLUTION

SUBJECT: Resolution Authorizing the Reclassification of Position 25000706 Compliance & Operations Manager to Deputy Director, Position 25004508 Building & Office Operations Manager to Executive Assistant within the McHenry County Mental Health Board Roster (25)

Board / Committee Action Requested:

To approve a resolution that requests the authorization for County Staff to update their roster and the McHenry County payroll system for the reclassification of position 25000706 Compliance and Operations Manager (12E) to Deputy Director (14E) effective September 29, 2025. MHB also requests the reclassification of position 25004508 Building and Office Operations Manager (12E) to Executive Assistant (6E) effective September 29, 2025. These position reclassifications were approved by the McHenry County Mental Health Board at their August 26, 2025 board meeting.

Impact on Budget (Revenue; Expenses, Fringe Benefits): Refer to attached Exhibit I – Position Change Summary. The reclassified positions will result in a reduction of personnel cost of \$15,523.

Impact on Capital Expenditures: None

Impact on Physical Space: None

Impact on Other County Departments or Outside Agencies: None

Conformity to Board Ordinances, Policies and Strategic Plan: Conforms to the Mental Health Board Salary Administration Policy, and by properly classifying and compensating skilled and valued employees, supports the McHenry County Strategic Plan, Organization Advancement and Services, Goal 1: Promote McHenry County Government as a good place to work, Objective A: Attract and Retain High Quality Staff/Workforce.