

cc: Co. Bd. Chairman; Co. Bd. Members; Elected Officials/Department Heads; Chronicle; Copley Press; Daily Herald; Examiner; Northwest Herald; Republican; Tribune

HUMAN SERVICES COMMITTEE

October 5, 2011

The Human Services Committee met on Wednesday, October 5, 2011, in the County Board Room, Building A, Kane County Government Center, Geneva, Illinois.

PRESENT: Chairman Lewis, Allan, Ford, Reyna, Smith, Van Cleave. Absent: Hoscheit. Also present: Co. Bd. members Frasz, Auger, Molina; HR Exec. Dir. McCraven & staff Anderson; Asst. State's Atty. Cullen; Auditor Keck; VA Commission staff Wells; Purchasing Dir. Rossman; IT staff Strike; members of the press.

Chairman called the meeting to order at 10:05 a.m. A quorum was present.

Minutes of September 7, 2011 – were approved on motion by Van Cleave, seconded by Reyna. Motion carried unanimously by voice vote.

MONTHLY FINANCIAL REPORTS - Reports were placed on file on motion by Allan, seconded by Reyna. Motion carried unanimously by voice vote.

PUBLIC COMMENT - None

VETERANS ASSISTANCE COMMISSION

Veterans reports were placed on file on motion by Reyna, seconded by Ford. Motion carried unanimously by voice vote. Wells reported in Carr's absence. Financial Assistance along with VA Compensation and pension claims are still being processed at a consistent rate. The Chicago VA Regional Office is still processing claims with about a 12 month adjudication time period. The Secretary of the Department of Veteran Affairs has set a goal that by 2015 the VA will process all claims within 125 days with 98 percent accuracy. The Committee asked about events scheduled for Veterans Day in November. Wells will pass the inquiry on to Carr.

HUMAN RESOURCE MANAGEMENT DEPARTMENT

Monthly charts were placed on file on motion by Van Cleave, seconded by Allan. Motion carried unanimously by voice vote. McCraven reviewed the monthly charts and verified that Department Heads and Elected Officials do the actual hiring of new employees. Job Classification Update: McCraven provided and reviewed a history of Job Class and activity dating back to 1991. There were two studies with recommendations done during this time frame. In 1992, the Water Study was completed. This study grouped like positions together, determined proper internal relationships among classes of positions, prepared regulations for the day-to-day administration of the position classification and pay plans, provided a set of salary ranges to match the classification plan and made the pay levels reasonably comparable to area pay levels of major public and private employers. In 2002 the Kane County Employee Compensation Committee analyzed issues such as employee compensation levels, employee turnover rates, elimination of non-essential services, outsourcing current county functions, future staffing levels and employee training. Allan requested copies of each study. The recommendations of both studies were never acted on. When asked why neither study was implemented, McCraven responded the Board may have declined to take any action because times were difficult and implementation would have required an outlay of funding.

NEW BUSINESS

Resolution: Accepting Obligation Due IMRF – Woodruff - Employee took leave of absence under FMLA and wishes to receive credit for the time she was away from work by purchasing that service under IMRF's Benefit Protection Leave. **Motion made by Reyna, seconded by Van Cleave to move to Executive Committee. Motion carried.**

Resolution: Accepting Obligation Due IMRF – Woodruff (2) - Same employee above took another leave of absence under FMLA at a different time and at different rates and wishes to receive credit for the time she was away from work by purchasing that service under IMRF's Benefit Protection Leave. **Motion made by Van Cleave, seconded by**

Ford to move to Executive Committee. Motion carried.

Resolution: Amendment of Personnel Policy Handbook (Hiring of Independent Contractors) - This subject was brought to Committee earlier this year, and McCraven refined the policy and criteria which was presented today. The criteria helps determine whether or not an individual is really an independent contractor. This is important, because IMRF recently completed an audit of Kane County, and they discovered that a number of independent contractors were working over 600 hours per year which is the standard that the County adopted years ago when deciding whether or not individuals must be enrolled in IMRF as employees. In the last 1 ½ years the County has received unemployment claims on individuals that are not employees. It is up to the Department of Employment Security to determine whether or not the individual applying for unemployment qualifies for unemployment benefits, and the County is chargeable for those benefits, if approved. Independent Contractors are in the finance system as “vendors”, and the Human Resource Management Department does not see any of these people through payroll because they are paid via 1099 forms. The County has not had a policy on independent contractors, and it is important that we address this issue. Discussion followed regarding the 600 hour ceiling the Board has decided upon and the number of independent contractors the County has. McCraven responded there are 458 people identified as independent contractors right now. The majority of those are attorneys. **Motion was made by Van Cleave, seconded by Smith to table this matter until next month for more time for Committee review. Motion carried with Ford and Reyna voting Nay.**

OLD BUSINESS

Ethics Ordinance – Asst. State’s Atty. Cullen clarified the State’s Attorney’s office has made a number of suggestions to the ordinance as a result of revisions that reflect this Committee’s actions. This is an ambitious effort to hold as many people as possible to ethical behavior. Cullen added this ordinance goes way beyond the statutory model of the ethics ordinance. The State’s Attorney’s office cannot guarantee that all of the aspects that are passed by the County Board will withstand any legal challenge. Cullen proceeded to discuss individual changes.

Only the Gift Ban and the Political Activity sections of this ordinance apply to Countywide elected officials (as defined in this ordinance). Countywide elected officials are encouraged to adopt their own ethics policy within six months of their election. Changes were discussed regarding removing redundant language, increasing the dollar amount of penalties since jail time was dropped, and other language clean-up. Cullen will make appropriate changes. Lengthy discussion followed regarding contract disclosure requirements. Rossman from the Purchasing Department reported that the Purchasing Department does receive the requested information. However, because of the detail of information being requested from vendors, there is no way to know if they have received all the information being requested. Discussion followed regarding political contribution amounts. (Van Cleave left at 11:55 am.) Other discussion followed on who should receive Officer Disclosure information, Future and Former Employment, and Lobbying. Cullen will make the appropriate changes.

Cullen’s changes should be complete sometime after October 12. Lewis will call a special meeting of the Human Services Committee for the purpose of reviewing the final draft of the Ethics Ordinance so that it can be passed on to the next Executive Committee meeting.

The meeting was adjourned at 12: 25 pm on motion by Reyna, seconded by Ford. Motion carried unanimously.

Maureen Anderson
Recording Secretary