

Human Resources Committee  
Rock Island County Board  
July 14, 2011

The Human Resources Committee of the Rock Island County Board met on Thursday, July 14, 2011 in the conference room of the County Board Office. Chairperson Lauren Loftin called the meeting to order at 4:00 PM.

Committee Members Present: Loftin, Brandmeyer, Camlin, Jacobs, Meersman and Simmer

Others Present: James E. Bohnsack, April Palmer, Susan Martin and Troy Henderson

Motion: Mr. Brandmeyer moved, Dr. Simmer seconded to approve the minutes of the July 14<sup>th</sup> meeting. Carried.

Prepaid Legal Services

Mr. Henderson presented information to the Committee on services available through Prepaid Legal Services. They offer identity theft protection and legal services to employees. The services are offered at no cost to the County and are paid 100% by the employees. They believe that their services are beneficial to employers as it reduces absenteeism and improves the employee's ability to focus while at work. Legal services are provided for services to the employee, employee spouse and children to age 23. The cost for this is \$3.68 per week to cover the entire family. The identify theft plan is an additional \$2.30 per week and provides monitoring of the credit report, and full investigation of any theft. The voluntary plan is paid 100% by the employee. Mr. Henderson requested the ability to contact our employees and to have a payroll deduction.

Mr. Henderson was thanked for the presentation. Information will be shared with the Human Resources Director.

Motion: Mr. Camlin moved, Mr. Meersman seconded to approve adding items 10A and 10B to the agenda. Carried.

Requests to Hire

Included in the packet was the monthly list for Hope Creek Care. (Record)

Average Salary Report

Included in the packet was the quarterly Average Salary Report. (Record)

Motion: Mr. Camlin moved, Mr. Meersman seconded to approve the claims. Carried.

### Condition of Funds

Ms. Palmer presented the routine monthly reports. Our General Fund is down from this time last year. The state has paid most reimbursement items thru March. (Record) Ms. Palmer added that she is working on appointments with area banks to eliminate the bank service fees on our credit cards. She is also interested in the possibility of revenue generating through some type of cash back process. She will involve Treasurer Ewert and Information Systems Director Billingsley in the process.

Motion: Mr. Meersman moved, Mr. Brandmeyer seconded to approve the report. Carried.

### Health Insurance Planning Committee

Included in the packet was a written report. (Record) Mr. Brandmeyer stated that the committee is considering a 10% increase employer costs for health insurance next fiscal year.

Motion: Mr. Meersman moved, Dr. Simmer seconded to approve the report. Carried.

Dr. Simmer asked what Doctor signs off on prescriptions offered by the Nurse Practitioner. Ms. Fisher was called into the meeting to ask these questions. Dr. Simmer advised that a physician's DEA number is required for all prescriptions. Ms. Fisher did not have that information, but advised she would find out.

### Human Resources Department

Ms. Martin advised that she was present to obtain volunteers for the annual payroll audit. Volunteers included Mr. Meersman, Dr. Simmer, Mr. Camlin, Chairperson Loftin, Mr. Brandmeyer and Chairman Bohnsack.

Routine reports of the department were included in the packet. (Record)

Motion: Mr. Meersman moved, Dr. Simmer seconded to approve the reports. Carried.

Chairman Bohnsack advised that our royalties on the Coast to Coast Prescription Program have gone from \$0.50 each to \$1.00 each. They will also increase to \$0.15 per prescription from anywhere in the state.

### Negotiations

Mr. Brandmeyer reported that the Board of Health and AFSCME 2025B have agreed to a 2% increase retro to December 1, 2010 to be paid out the second payroll of August and another 2% increase to be effective December 1, 2011.

This will settle their contract. It will be presented to the County Board next week. AFSCME 2371 offered to accept the same amount. While this is not the negotiating committee's recommendation, they advised the union that they will present it to the full Board for consideration. It is well past the authorization granted to the negotiating committee. The AFSCME units are comparing apples to oranges. These are two separate entities with separate governing bodies and separate tax levies. Chairperson Loftin feels that a best and final offer should be determined. This group does not have the right to interest arbitration.

Motion: Mr. Camlin moved, Mr. Meersman seconded to approve the report.  
Carried.

### Other

Mr. Meersman brought up for information the automobile usage policy of the County. (Record) He advised that we have an employee at Hope Creek Care who has a County vehicle assigned to her for use of visiting hospitals and other care managers regarding referrals to Hope Creek Care. She has two car seats in the County vehicle as she drops her children off on her way to work and picks them back up after work. While this is against County policy, he feels that each employee should be looked at individually. Since this issue was brought up, she now takes the children to the day care center in her personal vehicle and then picks up the county vehicle from the Highway Department. Her position is a 24/7 position. She is on call and available for referrals. Mr. Meersman feels that the situation should be looked at individually. He is not prepared today to present a policy change, but would ask that the Civil Division be directed to amend the policy to allow for discretion of the County Board for reasonable usage. Mr. Meersman speculated that there were others assigned county vehicles that also have transported non-employees in their vehicles. While this is only a slight inconvenience at this time, in the winter it will become a larger inconvenience and take more time as the second vehicle will need to be cleared of snow and ice.

Motion: Mr. Meersman moved, Mr. Perez seconded to direct the Civil Division to create language in the policy to provide for County Board discretion.  
Carried.

The last issue was the termination of an employee who was just two week short of their one year anniversary. This employee did not receive payment for the earned vacation time. He feels that this terminated employee should have been offered one week of vacation payout. Chairperson Loftin felt that going against the policy would be a bad precedent. The individual in question was the 5<sup>th</sup> person in that position in just 2.5 years. Dr. Simmer asked if we were dealing with mismanagement. Mr. Meersman asked that the Human Resources

Department write a letter to the employee stating what was paid out and what the policies are. The consensus of the committee was to agree.

There being nothing further to discuss, the meeting adjourned at 5:17 PM.

Shelly Chapman

*Minutes completed 07-17-11 at 5:13 PM*