



Human Resources Committee

Bill Atkins, Chairman

Tazewell County Highway Department

21308 Illinois Route 9

Tremont, IL 61568

Tuesday, January 21, 2025

Immediately following Finance Committee meeting

- I. Roll Call
- II. Approve the following minutes:
 - March 14, 2012 Search and Screening Committee Meeting
 - August 11, 2014 Candidate Selection Committee Meeting
 - October 7, 2014 Search and Screening Committee Meeting
 - October 24, 2014 Hay Group Sub-Committee Meeting
 - October 29, 2018 Position Evaluation Committee Meeting
 - October 8, 2020 Position Evaluation Committee Meeting
 - May 7, 2021 Ad-Hoc HR Search Committee Meeting
 - March 21, 2022 Ad-Hoc Search Committee Meeting
 - November 12, 2024 HR Committee Meeting
- III. Public Comment
- IV. Unfinished Business
- V. New Business
 - A. Executive Session – 5 ILCS 120/2(c)(2) – Collective Bargaining or Salary Schedules
- VI. Reports and Communications
- VII. Recess

Members: Chairman Bill Atkins, Vice-Chairman Mike Harris, Joe Woodrow, Deene Milam, Eric Schmidgall, Kim Joesting, Russ Crawford, Dave Mingus, Nancy Proehl, Eric Stahl



Minutes pending Committee approval

SEARCH AND SCREENING COMMITTEE

Jury Commission Room – 3rd Floor McKenzie Building
Wednesday, March 14, 2012 – 4:00 p.m.

Committee Members Present: Chairman David Zimmerman, Jim Donahue, Lincoln Hobson, Darrell Meisinger, Tim Neuhauser, Sue Sundell, Terry VonBoeckman

MOTION **MOTION BY HOBSON, SECOND BY MEISINGER** to approve the minutes of the February 13, 2012 meeting.

On voice vote, MOTION CARRIED.

MOTION **MOTION BY SUNDELL, SECOND BY VON BOECKMAN** to move the Committee into Executive Session under 5 ILCS 120/2(c)(1) – Personnel at 4:01 p.m.

On voice vote, MOTION CARRIED.

Chairman Zimmerman moved the Committee out of Executive Session at 5:07 p.m.

MOTION **MOTION BY NEUHAUSER, SECOND BY SUNDELL** to recommend to Executive Committee to approve the County Administrator’s employment contract.

On voice vote, MOTION CARRIED.

Chairman Zimmerman recessed the meeting at 5:07 p.m.

(transcribed by S. Beeney)



Candidate Selection Committee
County Board Conference Room
Monday, August 11, 2014 – 8:30 a.m.

Committee Members Present: Chairman Dean Grimm, Brett Grimm, Mike Harris, Dude Meisinger, Gary Twist, Joe Wolfe

Others attending: Roger Workheiser

MOTION

MOTION BY MEISINGER, SECOND BY WOLFE to move the Committee into Executive Session under 5 ILCS 120/2(c)(1) – Personnel at 8:35 a.m.

On voice vote, **MOTION CARRIED.**

Chairman Grimm moved the Committee out of Executive Session at 9:30 a.m. and recessed the meeting.

(transcribed by S. Beeney)



Minutes pending Committee approval

SEARCH AND SCREENING COMMITTEE

Coroner's Conference Room, McKenzie Building
Tuesday, October 07, 2014 – 9:00 a.m.

Committee Members Present: Chairman Zimmerman, Tim Neuhauser, Carroll Imig, Brett Grimm

Non-Voting Committee Members: Mary Burress, Vicki Grashoff, Lincoln Hobson, Christie Webb

Others Attending: Roger Workheiser, Heidi Voorhees of GovHR USA

Committee Members Absent: Jim Donahue, Mike Harris, Darrell Meisinger, Nancy Proehl

MOTION **MOTION BY IMIG, SECOND BY NEUHAUSER** to approve the minutes of the July 07, 2014 meeting.

On voice vote, **MOTION CARRIED.**

MOTION **MOTION BY NEUHAUSER, SECOND BY IMIG** to move the Committee into Executive Session under 5 ILCS 120/2(c)(1) – Personnel at 9:02 a.m.

On voice vote, **MOTION CARRIED.**

Chairman Zimmerman moved the Committee out of Executive Session at 10:17 a.m. and recessed the meeting.

(transcribed by S. Beeney)



Hay Group Sub-Committee Meeting

Coroner's Conference Room

Friday, October 24, 2014 – 9:00 a.m.

Committee Members Present: Chairman Mike Harris, Brett Grimm, Darrell Meisinger

Others Attending: Mary Burress, Roger Workheiser, Vicki Grashoff, Lincoln Hobson, Christie Webb, Jeff Baldi, Amy Fox

Chairman Harris reported all Hay results are in except the final 25. He stated the Committee is looking at a way to raise the lower classification salary and not affect the higher as much. The information was returned and looked at.

He stated there were 25 – 30 that had Hay points reduced. This meeting is to determine a path how to handle the exceptions.

MOTION

MOTION BY MEISINGER, SECOND BY HARRIS to move the Committee into Executive Session under 5 ILCS 120/2(c)(2) – Collective Bargaining or Salary Schedules at 9:04 a.m.

On voice vote, **MOTION CARRIED.**

Chairman Harris moved the Committee out of Executive Session at 9:45 a.m. and recessed the meeting.

(transcribed by S. Beeney)



Minutes pending Committee approval

POSITION EVALUATION COMMITTEE

2nd Floor Conference Room – McKenzie Building
Monday, October 29, 2018 – 10:00 a.m.

Committee Members Present: Chairman Harris, Mary Burress, Mike Holly, John Horan, Jeff Lower, Christie Webb, Roger Workheiser

Committee Members Absent: Amy Fox, Lincoln Hobson, Seth Minguo

Others Attending: Wendy Ferrill, County Administrator

MOTION

MOTION BY HOLLY, SECOND BY WEBB to approve the minutes of the October 31, 2017 meeting.

On voice vote, **MOTION CARRIED.**

Chairman Harris asked VAC Superintendent, Steve Saal, to provide the Committee with information for the first review.

Saal provided the Committee with an overview of the changes to the position for the Assistant at the VAC. The employee in that position will be retiring soon and he would like to replace with a part time. Webb clarified that part time positions are not graded. The Committee agreed that it would remain at part time at non-exempt pay.

Saal then provided the Committee with the duties he would be taking on by reducing his full time assistant to part time.

The Committee moved into the review process.

The outcome was the position remained the same as it was.

The Treasurer, Mary Burress, provided the Committee with information for the third review.

Burress provided information on the Chief Accounting Officer. The job description had been updated due to some payroll duties, printing of checks and maintaining the HLA special accounts.

The Committee moved into the review process.

The outcome was points of 511.

County Administrator, Wendy Ferrill, provided the Committee with information on the newly approved position of HR Director. Ferrill explained how payroll and HR work closely together, this is creation of a position to oversee the general functions.

The Committee moved into the review process.

The outcome was 519 points with a grade of 18.

Harris advised the Committee he would be working with Chairman Zimmerman to possibly reduce the number of committee members and include alternates.

Ferrill advised that training dollars would need to be moved into the budget for next year for HAY training.

Chairman Harris recessed the meeting at 11:18 a.m.

(transcribed by S. Beene)



Minutes pending Committee approval

POSITION EVALUATION COMMITTEE

Tazewell County Health Department - Auditorium
Thursday, October 08, 2020 – 11:30am

Committee Members Present: Chairman Harris, John Ackerman, Mindy Darcy, Amy Fox, Lincoln Hobson, John Horan, Nancy Proehl, Christie Webb

Committee Members Absent: Mary Burress, Tim Gillespie, Mike Holly, Roger Workheiser

Others Attending: Wendy Ferrill, County Administrator

MOTION

MOTION BY HOBSON, SECOND BY PROEHL to approve the minutes of the April 29, 2019 meeting.

On voice vote, **MOTION CARRIED.**

Chairman Harris advised the purpose of this meeting was to set up the restructuring makeup of this Committee and move forward. A handout was provided to Committee members with ideas for the restructure.

Committee members reviewed and discussed the ideas on the handout which included the Committee Makeup and Additional Policy Review Guidelines.

Darcy clarified the County Clerk was left off because he was not interested. Chairman Harris shared a copy of the grading page used. Fox asked that the word "preliminary" be added as that would clear all up for her. Chairman Harris clarified the point was to have the committee members come to the meeting with grading completed.

Hobson expressed his concern with the size of the committee. He stated in the past the committee was 6 and worked very well as it was only internal equity being discussed. All were done the same. Fox advised she supported Hobson's concerns. She stated that some nuances were not as clear in following a recipe as there were special skills that are not a degree skill. It is important that the context of the position is understood.

Horan asked if it could be set up anyway they would like. All have been trained and understand it. In question is the timeframe to get the grading done. He stated we have HR personnel and when those requests come in they work on them and grade. Give the results to the committee who would come together and review and recommend. Ferrill clarified HR could set a base and then to the Committee to work through it. Fox stated they try to listen to Department Heads and their concerns. This has to be a system that is "ungigable". It has to be understood and abided by.

County Clerk stated he appreciates the approach. He stated his thoughts on equity were well known. The makeup of this committee is well done. His concern is with the size and timing. He said there are numerous members but only some back ups are prepared to step in. If equity was reestablished he would be interested in participating.

Chairman Harris said at this time there are 9 and wanted to know if a reduction was requested. Committee members discussed quorum issues. Darcy stated the make up was the right people and the size should be dependent upon the departments that chose to be represented by the PEC. If County Board members were not on the committee it would allow for closed meetings. Hobson stated he would not want substitutes.

The committee continued discussion on potential committee size and membership. Chairman Harris stated he struggles with the membership. Horan stated that analytical individuals were needed. Hobson wanted to meet with former committee members and discuss. Ferrill agreed that the core group should discuss and make recommendations. The committee discussed processes that have been in place.

Chairman Harris said that a new committee will develop and this group would be disbanded and a new group would take over.

The meeting was recessed at 12:41 p.m.

(transcribed by S. Beeney)

Minutes pending Committee approval



Ad Hoc HR Search Committee Meeting

McKenzie – Second Floor Conference Room
and Teleconference

Friday, May 07, 2021 – 12:00 p.m.

Committee Members Present: Mindy Darcy, Nick Graff, Mike Harris, Toni Minton

Others Attending: Wendy Ferrill
Roger Workheiser

MOTION **MOTION BY HARRIS, SECOND BY MINTON** to move the Committee into Executive Session under 5 ILCS 120/(c)(3) – Appointing or Removing Public Official at 12:01 p.m.

On voice vote, **MOTION CARRIED.**

Chairman Darcy moved the Committee out of Executive Session and recessed the meeting at 12:57 p.m.

(transcribed by S. Beeney)



Minutes pending Committee approval

AdHoc Search Committee
James Carius Community Room
Monday, March 21, 2022 – 8:00 a.m.

Committee Members Present: Chairman Zimmerman, Wayne Altpeter, Mindy Darcy,
Nick Graff, Sheriff Lower

Committee Members Absent: Mike Harris

MOTION **MOTION BY ALTPETER, SECOND BY DARCY** to approve the minutes of the January 10, 2022 meeting and the January 17, 2022 meeting.

On voice vote, **MOTION CARRIED.**

MOTION **MOTION BY DARCY, SECOND BY LOWER** to move the Committee into Executive Session under 5 ILCS 120(2)(c)(1) – Personnel at 8:01 a.m.

On voice vote, **MOTION CARRIED.**

Chairman Zimmerman moved the Committee out of Executive Session at 9:08 a.m. and the meeting was recessed at 9:12 a.m.

(transcribed by S. Beeney)

Minutes pending committee approval



HUMAN RESOURCES COMMITTEE

James Carius Community Room
Tuesday, November 12, 2024 – 4:31 p.m.

Committee Members Present: Chairman Tammy Rich-Stimson, Dave Mingus, Max Schneider, Nick Graff, Mike Harris, Eric Stahl, Greg Menold, Michael Deppert

Committee Members Absent: Bill Atkins, Greg Longfellow, Samuel Goddard, Nancy Proehl

Others Attending: Mike Deluhery, County Administrator

MOTION **MOTION BY MEMBER STAHL, SECOND BY MEMBER HARRIS** to approve the minutes of the October 22, 2024 meeting

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION
HR-24-27 **MOTION BY MEMBER DEPERT, SECOND BY MEMBER SCHNEIDER** to approve Highway Local 627 Bargaining Agreement

Human Resources Director Sue Webster stated that the contract has been ratified and they have agreed to our terms. She stated that they agreed to the 14% pay increase.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

MOTION
HR-24-28 **MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER MENOLD** to approve a salary increase for Board of Review

Human Resources Director Sue Webster stated that this is an annual increase and there will be a 3% salary increase.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

MOTION **MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER DEPERT** to move the Committee into Executive Session under 5 ILCS 120/2(c)(2) – Collective Bargaining or Salary Schedules at 4:35 p.m.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

Chairman Rich-Stimson moved the Committee out of Executive Session at 4:52 p.m.

RECESS Chairman Rich-Stimson recessed the meeting at 4:52 p.m.

(transcribed by S. Gullette)