

Minutes approved 3.18.25



HUMAN RESOURCES COMMITTEE

Tazewell County Highway Department
Tuesday, February 18, 2025 – 5:03 p.m.

Committee Members Present: Vice Chairman Mike Harris, Dave Mingus, Max Schneider, Eric Schmidgall, Eric Stahl, Kim Joesting, Russ Crawford

Committee Members Absent: Joe Woodrow, Nancy Proehl, Deene Milam

Others Attending: Mike Deluhery, County Administrator

MOTION **MOTION BY MEMBER SCHMIDGALL, SECOND BY MEMBER CRAWFORD**
to approve the minutes from the January 21, 2025 meeting.

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

MOTION
HR-25-02 **MOTION BY MEMBER JOESTING, SECOND BY MEMBER SCHNEIDER** to
recommend to approve bid for Compensation and Classification Study

Human Resources Director Sue Webster stated that nine proposals were received for this project. She stated that a committee reviewed the proposals and has chosen CBIZ at a total project cost of \$97,500. She stated that the county job descriptions have not been reviewed since 2014. She stated that CBIZ had excellent reviews, customer service, response times, and project management across the board.

Member Crawford questioned if this replaces the current system Tazewell County uses to do this function or if it supplements it. Director Webster stated that this would replace Korn Ferry.

Member Schneider expressed his support of this study and stated it is long overdue.

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

MOTION
HR-25-03 **MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER STAHL** to
recommend to approve the reclassification of the position of Purchasing Manager to an Accounting Analyst

Finance Director Mindy Darcy stated that she is requesting that the purchasing manager position, which is a grade 14, be reclassified to an accounting analyst position, which is a grade 16. She stated that this is using the Korn Ferry

methodology. She stated that the purchasing manager is retiring and she is requesting an upgrade of a current position.

Director Darcy stated that this would be an office reorganization for the finance department. She stated that they would be eliminating some redundancies in the accounts payable process for the two people who are currently involved in that process and realigning responsibilities within the office to better fit the positions that have within the process, and improving the processes that will better serve the county board, leadership, and staff.

Director Darcy stated that this would allow for more ongoing higher-level analysis of different funds and accounts.

Member Crawford questioned why we would not wait to run this job position through the new study that was approved earlier in the meeting. Finance Director Darcy stated that as of March 1, 2025 they will be down an employee in their department, and she would like to get the position filled as soon as possible.

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

MOTION

HR-25-04

MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER CRAWFORD to recommend to approve Carle Health Physician Name Change

Human Resources Director Sue Webster stated that Carle Health reached out to her and advised that they are changing the name of their physician group to CHPP. She noted that the only change is the name of the group.

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

MOTION

MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER SCHMIDGALL to move the Committee into Executive Session under 5 ILCS 120/2(c)(2) – Collective Bargaining or Salary Schedules at 5:28 p.m.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

Chairman Harris moved the Committee out of Executive Session at 5:58 p.m.

RECESS

Chairman Harris recessed the meeting at 5:58 p.m.

(transcribed by S. Gullette)