

Personnel, Labor and Grievance Committee
Meeting Minutes
February 13, 2024 – 6:00 PM
County Board Room

1. Call to Order/Roll Call @ 6:00PM

Members Present: Gary Arentsen, Mike Hilmes, Bruce Rapien, Mike Streiker, and Dave Veizer. Also present was County Board Chairman, Brad Knolhoff. Absent: Nelson Heinzmann. Quorum established.

2. Recognition of Guests: None

3. Public Comments: None

4. Approval of December 2023 minutes: Motion to approve minutes was made by Bruce Rapien; Second by Dave Veizer. Motion carried; 5-0.

5. Old Business: None

6. New Business:

a) Discussed payout claim for former Deputy Taylor Davis, who left the department. She had 202 hours of unused paid leave. Total amount of her payout is an amount up to \$5,888.30. Motion to approve payout claim made by Dave Veizer; 2nd by Mike Streiker. Motion carried 5-0.

b) Discussed lateral transfer of new hire, Jason Davis, to the position of Road Deputy in the Sheriff's Department, per the Memorandum of Understanding (MOU) within the FOP's Collective Bargaining Agreement. Deputy Davis has 12 years of LE experience and his rate of pay will start the Step 5 pay rate. Motion to approve lateral transfer with Deputy Davis and his starting pay rate to be at Step 5, effective January 24, 2024 was made by Mike Hilmes; 2nd by Mike Streiker. Motion carried 5-0.

c) Discussed the Resignation of Health Department employee, Tamara Dugger, which took effective February 1, 2024. She had a total of 57.5 hours of unused paid leave. Total amount of her payout claim is an amount up to \$1,666.35. Motion to approve Resignation and payout claim in an amount up to \$1,666.35 was made by Gary Arentsen; 2nd by Bruce Rapien. Motion carried 5-0.

7. Adjourn: Motion to adjourn @ 6:40PM made by Gary Arentsen; 2nd by Dave Veizer. Motion Carried; 5-0.

NEXT MEETING IS: March 12, 2024 @ 6pm

Personnel, Labor and Grievance Committee
Meeting Minutes
March 12, 2024 – 6:00 PM
County Board Room

1. **Call to Order/Roll Call @ 6:00PM**

Members Present: Gary Arentsen, Mike Hilmes, Nelson Heinzmann, Mike Striker, and Dave Veizer. Also present was County Board Chairman, Brad Knolhoff. Absent: Bruce Rapien. Quorum established.

2. **Recognition of Guests:** None

3. **Public Comments:** None

4. **Approval of February 2023 minutes:** Motion to approve minutes was made by Dave Veizer; Second by Mike Striker. Motion carried; 5-0.

5. **Old Business:** None

6. **New Business:**

a) Discussed compensation/benefits for Elected and appointed positions for time period after current compensation/benefits expire. Will discuss our findings with Elected and Appointed Officials at April's meeting.

b) Update on FOP and Telecommunicators Collective Bargaining Agreement. No updates as of this meeting but FOP might get back with us by next County Board meeting on March 18th. If so, we can ratify Agreement with full Board.

7. **Adjourn:** Motion to adjourn @ 6:45PM made by Nelson Heinzmann; 2nd by Mike Striker. Motion Carried; 5-0.

NEXT MEETING IS: April 9, 2024 @ 6pm

Personnel, Labor and Grievance Committee
Meeting Minutes
April 9, 2024 – 6:00 PM
County Board Room

1. **Call to Order/Roll Call @ 6:00PM**

Members Present: Gary Arentsen, Mike Hilmes, Nelson Heinzmann, Mike Streiker, Bruce Rapien, and Dave Veizer. **Absent:** none. Quorum established.

2. **Recognition of Guests:** Dan Behrens, Vicky Albers, Denise Trame, Jami Staser, Dan Travous and Linda Mensing.

3. **Public Comments:** None

4. **Approval of March 2024 minutes:** Motion to approve minutes was made by Mike Strieker; Second by Dave Veizer. Motion carried; 6-0.

5. **Old Business:** Discussed updating the compensation/benefits for Elected and appointed positions. Motion to refer our findings to Executive Committee to review for errors and adjust, if needed, due to time constraints. Advised that this needs to be voted on at next County Board meeting. Motion by Mike Hilmes; Second by Gary Arentsen. Motion carried; 6 – 0.

6. **New Business:**

a) Approved Resignation of Road Deputy Andrew Brandt and his payout claim, totaling an amount up to \$5,729.26. Motion by Bruce Rapien; second by Dave Veizer. Motion carried 6-0.

b) Approved Two (2) Lateral Transfer positions for Sheriff Travous to hire replacements for the 2 employees who resigned, per the FOP Agreement. Motion by Mike Strieker; second by Nelson Heinzmann. Motion carried; 6-0.

c) Approved 9-1-1 Telecommunicators Collective Bargaining Agreement, which includes a pay increase of 3.6 percent, retroactive to Dec. 1, 2023, with future increases of 3.6 percent in the second and third years plus a \$1,000 retention bonus each year (minus any applicable withholdings), and 3 percent in the fourth year. The committee agreed to offer additional pay of 48 cents per hour in place of the Education Incentive, which has been removed from the contract. Motion by Gary Arentsen; second by Mike Hilmes. Motion carried 6-0.

7. **Adjourn:** Motion to adjourn @ 7:40PM made by Nelson Heinzmann; 2nd by Mike Strieker. Motion Carried; 6-0.

NEXT MEETING IS: May 14, 2024 @ 6pm

Personnel, Labor and Grievance Committee
Meeting Minutes
May 14, 2024 – 6:00 PM
County Board Room

1. Call to Order/Roll Call @ 6:00PM

Members Present: Gary Arentsen, Mike Hilmes, Nelson Heinzmann, and Bruce Rapien. Also present was Chairman Brad Knolhoff. Absent: Mike Streiker and Dave Veizer. Quorum established.

2. Recognition of Guests: Vicky Albers, Jami Staser, Rodney Klockner, and Dan Travous.

3. Public Comments: None

4. Approval of April 2024 minutes: Motion to approve minutes was made by Bruce Rapien; Second by Nelson Heinzmann. Motion carried; 4-0.

5. Old Business: Further discussed updating the salary increase and Health Insurance benefits for Elected and Appointed positions. Effective December 1, 2026, increase base pay to \$81,500 for the following elected and appointed officials: County Clerk, Circuit Clerk, County Assessor, County Treasurer, and County Zoning Administrator; and a base pay of \$51,444.57 for County Coroner. Effective December 1, 2027, increase base pay to \$85,000 for the following elected and appointed officials: County Clerk, Circuit Clerk, County Assessor, County Treasurer, and County Zoning Administrator; and a base pay of \$53,651.54 for County Coroner. Effective December 1, 2024, the county shall pay one hundred percent (100%) of the employee's health insurance premium rates for all of the aforementioned elected and appointed officials; and effective December 1, 2024, the county shall pay twenty-five percent (25%) of the employee's dependent (spouse, children and/or family) health insurance premium rates for all of the aforementioned elected and appointed officials. Motion by Mike Hilmes; Second by Gary Arentsen. Motion carried; 4 – 0.

6. New Business:

a) Approved Resignation of Tyler Whitney, effective April 21, 2024, and his payout claim for unused sick leave, vacation time, comp time and holiday pay, totaling an amount up to \$9,600.05. Motion by Bruce Rapien; second by Gary Arentsen. Motion carried 4-0.

b) Approved Resignation of Logan Decker, effective June 14, 2024, and his payout claim for unused sick leave, vacation time, comp time and holiday pay, totaling an amount up to \$11,702.83. Motion by Nelson Heinzmann; second by Gary Arentsen. Motion carried; 4-0.

c) Approved 9-1-1 Telecommunicators Collective Bargaining Agreement, which is a 4-year agreement that includes a pay increase of 3.6 percent for the first year, retroactive to

Dec. 1, 2023, and future increases of 3.6 percent in the second and third years, plus a \$1,000 retention bonus each year (minus any applicable withholdings), and a 3 percent increase the fourth year. The committee agreed to offer additional pay of 48 cents per hour in place of the Education Incentive, which has been removed from the contract, and the Memorandum of Understanding for Lateral Transfer. Motion by Gary Arentsen; second by Mike Hilmes. Motion carried 4-0.

d) Discussed with Sheriff Travous about 4 IMFR positions that were previously terminated in his department. He requested that we approve to create at least 1 position to start the process of trying to hire another person. Motion to approve the IMRF position for the Sheriff's Department was made by Bruce Rapien; second by Nelson Heinzmann. Motion carried; 4-0.

e) Discussed with Sheriff Travous about the County Code regarding Health Insurance Coverage not available to new hires until after 60 days. This effects his ability to hire and/or retain new employees. He would like to see some type of health insurance coverage offered to new hires during the 60-day period. Discussed getting COBRA coverage for new hires during this 60-day period. With the approval of the Personnel Committee, Chairman Knolhoff will create an MOU for this and discuss at Executive meeting for further approval if needed.

7. **Adjourn:** Motion to adjourn @ 7:20PM made by Nelson Heinzmann; 2nd by Bruce Rapien. Motion Carried; 4-0.

NEXT MEETING IS: June 10, 2024 @ 6:30 pm

Personnel, Labor and Grievance Committee
Meeting Minutes
June 11, 2024 – 6:00 PM
County Board Room

1. **Call to Order/Roll Call @ 6:00PM**

Members Present: Gary Arentsen, Mike Hilmes, Nelson Heinzmann, and present was Chairman Brad Knolhoff. **Absent:** Mike Strieker, Bruce Rapien, and Dave Veizer.
Quorum established.

2. **Recognition of Guests:** Mike Rakers

3. **Public Comments**

4. **Approval of May 2024 minutes:** Motion to approve minutes was made by Nelson Heinzmann; Second by Mike Hilmes. Motion carried; 4-0.

5. **Old Business:** None

6. **New Business:**

a) Discuss and approve Resignation of Sheriff's Dept. employee, Ellie Edwards, effective May 28, 2024, and her payout claim for unused sick leave, vacation time, comp time and holiday pay, totaling an amount up to \$7,245.63. Motion by Nelson Heinzmann; Second by Gary Arentsen. Motion carried 4-0.

b) Discuss and approve Resignation of Sheriff's Dept. employee, Ken McElroy, effective March 15, 2025, and his payout claim for 712 days of anticipated unused sick leave, vacation time, comp time and holiday pay, totaling an amount up to \$26,053.60, with payments to start on July 12, 2024 payroll and end on March 21, 2025 payroll. Motion by Nelson Heinzmann; Second by Gary Arentsen. Motion carried; 4-0.

7. **Adjourn:** Motion to adjourn @ 7:27PM made by Gary Arentsen; second by Nelson Heinzmann. Motion Carried; 4-0.

NEXT MEETING IS: TBD

Personnel, Labor and Grievance Committee
Meeting Minutes
July 9, 2024 – 6:00 PM
County Board Room

1. Call to Order/Roll Call @ 6:00PM

Members Present: Gary Arentsen, Mike Hilmes, Nelson Heinzmann, Mike Streiker, Bruce Rapien, and Dave Veizer. **Absent:** None. Quorum established.

2. Recognition of Guests: Mike Rakers

3. Public Comments

4. Approval of June 2024 minutes: Motion to approve minutes was made by Nelson Heinzmann; Second by Dave Veizer. Motion carried; 6-0.

5. Old Business: None

6. New Business:

a) Discuss and approve Resignation of Sheriff's Dept. employee, Kevin Davis, effective June 27, 2024, due to retirement, and his payout claim for unused sick leave, vacation time, comp time and holiday pay, totaling an amount up to \$18,625.00, and

b) Discuss and approve Resignation of Sheriff's Dept. employee, Scott Voss, effective July 14, 2024, due to retirement, and his payout claim for 523.5 days of unused sick leave, vacation time, comp time and holiday pay, totaling an amount up to \$19,500.38. Motion to approve both resignations and payout claims was made by Bruce Rapien; Second by Mike Strieker. Motion carried; 6-0.

7. Adjourn: Motion to adjourn @ 6:15PM made by Gary Arentsen; second by Mike Hilmes. Motion Carried; 6-0.

NEXT MEETING IS: August 13, 2024 @6pm

Personnel, Labor and Grievance Committee
Meeting Minutes
August 13, 2024 – 6:00 PM
County Board Room

1. Call to Order/Roll Call @ 6:00PM

Members Present: Gary Arentsen, Mike Hilmes, Nelson Heinzmann, Mike Streiker, and Dave Veizer. Also present was Chairman Brad Knolhoff. Absent: Bruce Rapien. Quorum established.

2. Recognition of Guests: Dan Behrens and Allen Huelsmann

3. Public Comments: None

4. Approval of July 2024 minutes: Motion to approve minutes was made by Nelson Heinzmann; Second Mike Strieker. Motion carried; 5-0.

5. Old Business: None

6. New Business:

a) Discussed Resignation of County Clerk employee, Janice Strotheide, effective January 16, 2025, due to retirement, and her payout claim for 453 hours of unused sick leave, vacation time, comp time and holiday pay, to be paid through November 29, 2024 at her current pay rate, totaling an amount up to \$11,053.20. Plus 128 hours of unused vacation for FY 2025, totaling an amount up to \$3,223.04. Her total payout claim is an amount up to \$14,276.24, less deductions. Motion to approve was made by Mike Hilmes; Second by Dave Veizer. Motion carried; 5-0

b) Discussed the Reappointment of County Highway Engineer, Dan Behrens, and his annual salary for his Six (6) year term, which will be 100 percent of the annual salary rate that is recommended by Illinois Department of Transportation (IDOT), which starts on January 1st of each respective year. A resolution will be created for full Board to vote on at the August 2024 County Board meeting. Motion to approve the reappointment of Dan Behrens as County Highway Engineer, effective August 20, 2024, and 100 percent of IDOT's recommended annual salary for his Six (6) year term was made by Nelson Heinzmann; Second by Mike Strieker. Motion carried; 5-0.

7. Adjourn: Motion to adjourn @ 6:55PM made by Nelson Heinzmann; second by Dave Veizer. Motion Carried; 5-0.

NEXT MEETING IS: TBD

Personnel, Labor and Grievance Committee
Meeting Minutes
October 15, 2024 – 6:00 PM
County Board Room

1. Call to Order/Roll Call @ 6:00PM

Members Present: Gary Arentsen, Mike Hilmes, Nelson Heinzmann, and Mike Streiker. Also present was Chairman Brad Knolhoff. Absent: Bruce Rapien and Dave Veizer. Quorum established.

2. Recognition of Guests: None

3. Public Comments: None

4. Approval of August 2024 minutes: Motion to approve minutes was made by Nelson Heinzmann; Second Mike Strieker. Motion carried; 4-0.

5. Old Business: None

6. New Business:

a) Discussed Resignation of Sheriff's Department Employee, Telecommunicator Summer Howard, effective September 17, 2024, and her payout claim for a total of 118 hours of unused sick leave, comp. time and holiday pay, to be paid at her current pay rate, totaling an amount up to \$3,101.04, less deductions. Also discussed Resignation of Circuit Clerk employee, Rachele N. Horton, effective October 11, 2024, and her payout claim for 129 hours of unused sick leave and vacation time, to be paid at her current pay rate, totaling an amount up to \$3,147.73, less deductions. Motion to approve was made by Nelson Heinzmann; Second by Mike Strieker. Motion carried; 4-0.

b) Discussed the Contract status of Zoning Administrator and Supervisor of Assessments. Motion to table until November's meeting made by Nelson Heinzmann; Second by Mike Strieker. Motion carried; 4-0.

7. Adjourn: Motion to adjourn @ 6:30PM made by Nelson Heinzmann; second by Dave Veizer. Motion Carried; 4-0.

NEXT MEETING IS: November 12, 2024

Personnel, Labor and Grievance Committee
Meeting Minutes
November 12, 2024 – 6:00 PM
County Board Room

1. Call to Order/Roll Call @ 6:00PM

Members Present: Mike Hilmes, Gary Arentsen, Nelson Heinzmann, Bruce Rapien, Dave Veizer, and Mike Streiker. Also present was Chairman Brad Knolhoff and Board Member Joe Jansen. Absent: None. Quorum established.

2. Recognition of Guests: None

3. Public Comments: None

4. Approval of October 2024 minutes: Motion to approve minutes was made by Mike Streiker; Second by Dave Veizer. Motion carried; 6-0.

5. Old Business:

a). Discussed the Contract status for Zoning Administrator. Motion to approve the Contract for Zoning Administrator made by Gary Arentsen; Second by Bruce Rapien. Motion carried; 6-0.

b). Discussed the Contract status for Supervisor of Assessments. Motion to approve the Contract for Supervisor of Assessments made by Nelson Heinzmann; Second by Mike Streiker. Motion carried; 6-0.

6. New Business: None

7. Adjourn: Motion to adjourn @ 6:40PM, made by Nelson Heinzmann; second by Dave Veizer. Motion Carried; 6-0.

NEXT MEETING IS: December 10, 2024 @ 6PM

Personnel, Labor and Grievance Committee
Meeting Minutes
December 10, 2024 – 6:00 PM
County Board Room

1. Call to Order/Roll Call @ 6:00PM

Members Present: Mike Hilmes, Gary Arentsen, Nelson Heinzmann and Dave Veizer.
Absent: Bruce Rapien and Mike Strieker. Quorum established.

2. Recognition of Guests: None

3. Public Comments: None

4. Approval of November 2024 minutes: Motion to approve minutes was made by Nelson Heinzmann; Second by Gary Arentsen. Motion carried by voice vote; 4-0.

5. Old Business: None

6. New Business:

a) Discussed the Resignation/Payout claim for County Assessor employee, Virginia “Ginny” Deitzel. Payout claim is in the amount up to \$1,311.30 for 46.5 hours of anticipated unused sick, vacation and Comp time. Motion to approve the Resignation and Payout Claim was made by Gary Arentsen; Second by Mike Strieker. Motion carried by voice vote; 4-0.

b) Briefly talked about the request from Linda Mensing, Supervisor of Assessment, to allow her to hire a replacement for Ms. Deitzel’s position due to retirement. Members had questions but Ms. Mensing was unable to attend to answer. Motion to table this request until the January 2025 meeting was made by Gary Arentsen; second by Nelson Heinzmann. Motion carried by voice vote; 4-0.

7. Adjourn: Motion to adjourn @ 6:13PM, made by Dave Veizer; second by Gary Arentsen. Motion Carried by voice vote; 4-0.

NEXT MEETING IS: January 14, 2025 @ 6PM