

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: LaDon Trost, Chairman
DATE/TIME: November 6, 2023 @ 10:00 a.m.

PRESENT:

☒ Tina Brandel	☒ Nicole Hermesen	☐ Craig Ketelsen
☒ Steve Endress	☐ Vacant	☒ Angie Kaiser
☒ John Lang	☒ Steve Keeffer	☐ Kathy Phillips
☒ LaDon Trost	☐ Vacant	☐ Vacant
☒ Scott Toot	☒ Kristina Tranel	☐ Vacant

Others: None.

LaDon Trost called the meeting to order at 10:10 a.m. Roll call, a quorum was present.

1. Approval of Minutes –

- a) Minutes of the June 2, 2023 Personnel Review Committee meeting – **John Lang made a motion to approve the minutes of the June 2, 2023 Personnel Review Committee meeting. Seconded by Tina Brandel and motion carried following a voice vote resulting in all ayes.**

2. Citizens' Comments – None.

3. Unfinished Business – None.

4. New Business –

- a) Discussion and possible action on Transit Training Manager position description – Nicole Hermesen explained why this position was important. There have been some incidents that have occurred in the past quarter that have raised some concerns regarding liability and some situations where operators may need retraining, continued training and to improve the training program and curriculum. There is also a strong push from IDOT and the FTA. The primary function is for training. Approximately 50% of the duties are brand new and 50% are transferring from other positions. This position would basically be a third line supervisory position in the organization. Hermesen reviewed what duties will be coming off of the Operations Manager position description with the implementation of this new position. The Operations Manager position description will need to have modifications made as well. **Angie Kaiser made a motion to recommend to the County Board to accept the Transit Training Manager position description with the following modifications: Under Duties and Responsibilities, *Manage, update, and maintain all Safety Data Sheets (SDS) for the facility* will be removed from the Transit Operations Manager position description. Also *Maintains all First-Aid cabinet supplies, monthly AED evaluations, eye wash stations, fire extinguishers, and all other required safety materials* to be removed. *Ensures compliance with Department of Motor Vehicles, and Department of Transportation State and Federal laws, and the recordkeeping of training and medical certificates* off the Transit Operations Manager position description. And *Manages all pre-employee drug and alcohol testing, as well as the FTA required Drug and Alcohol random testing program; as well as DOT required physical examinations; maintaining all records as mandated* be removed from the Transit Operations Manager position description. With the addition of under**

Supervisory Responsibility: *In the absence of the Transit Director/PCOM AND the Transit Operations Manager, the Transit Training Manager oversees Transit day to day operations; up to and including directing staff, and resolving issues that may arise. Seconded by John Lang and motion carried following a voice vote resulting in 9 ayes.*

- b) Discussion and possible action on grading of Transit Training Manager position– Angie Kaiser commented that based on how our schedule is created now we have established that this position would come in under at least under a Transit Operations Manager which is a Grade 10. We also took some responsibilities away from the Transit Operations Manager. If you put it in as a 10 that puts them on level playing ground with the Transit Operations Manager and it doesn't seem as though this position is equal to that. Nicole Hermesen commented that she had it in their budget as a place marker at a Grade 9 for budgetary reasons. Kaiser agreed that a Grade 9 makes sense. **Scott Toot made a motion to recommend to the County Board to grade the Transit Training Manager position as a Grade 9. Seconded by Tina Brandel and motion carried following a voice vote resulting in all ayes.**

5. **Committee Member Comments/Concerns** – Steve Endress asked if there is a lot of turnover in staff at Transit. Hermesen responded that they stay forever. We do have a lot of drivers that are in their upper 70's. Some of them are turning 80 so we are having some people that are going to be stepping down to part-time roles once the new fiscal year starts and those positions are available. Some have talked about retirement. Angie Kaiser commented that when we worked on the compensation plan she also worked on these companion policies and then it just fell by the wayside. We have two policies that deal with our compensation plan. The first one is Performance Management/Performance Evaluation/Employee Merit Pay Policy. She has circulated a marked draft of the changes that she made. She basically took out references to steps versus merit because now we are basically in a true merit plan. She also took out a few of the multi-levels for these because the compensation plan that we are now going to be going with puts a lot of the ownness on department heads themselves. Evaluations needing to be done to determine how much of a percentage the employee is going to be getting is going to be determined by the department head. Those forms will be forwarded to the County Administrator's office more for review than anything. Since you didn't have any time to look at this Kaiser suggests having a brief review meeting to address these prior to December 1st because the accompanying evaluation tool does not address items that she would like to see in her department which makes sense because this evaluation tool was created prior to us having Transit. If we could schedule a meeting in the next week and a half, two weeks to talk about this and make those recommendations. It won't be in place for December 1st but at least we will have the work done. The other policy is the New Position Classification/Reclassification Review Policy. Kaiser thinks we just need to make a few changes there, not a lot. Reclassification was a Carlson Dettmann thing. Kaiser doesn't know if anybody sees that that would be something we would continue to do because of the fact if you are adding addition duties on to positions and giving it more responsibility the department head is going to be determining what the increases are for these positions. Hermesen commented that the reclassification is what broke the first pay schedule so she suggests getting completely away from that because it is very subjective. Kaiser agreed wholeheartedly. We did a lot of generalization with the new plan. And then the reward for individual departments is going to be coming based off the evaluation, based off of your performance and based off your department heads view of your value. Perhaps the new Position Classification Policy itself could be absorbed into the Performance Management Performance Evaluation and make just

one policy. Scott Toot wants to get away from the reclassification as well. Toot added that with the new compensation plan there will be no more advanced step hiring going forward. Hermsen asked if there would be an appeals process if an employee does not feel they have been compensated enough. Kaiser commented that this is exactly what happened with the last plan. People realized that they could go over their department heads head and go to the County Board, which puts the board in a bad position because you have to come face to face with someone in a public meeting who says they have been treated unfairly. If you rule in favor of that person it breaks the plan. Illinois is an at-will state. It is not fair to put the board in the middle of a situation like this. It's not fair to the board. It's not fair to the department head. Something could be put in there for employees of appointed department heads that there would be recourse to go to the County Administrator. You would have to be real clear that you don't go to the County Board and it doesn't apply to people who work for elected officials. There was discussion on how often the compensation plan should be reviewed. Email any ideas or suggestions to Angie Kaiser and she will put together an all-encompassing compensation policy and we can schedule a meeting in a week and a half to look at it. LaDon Trost commented that he would like to see a policy on drug and alcohol testing to protect the employee and the County. John Lang would support that. Kaiser thinks that is included in the safety manual. Maybe a Safety Committee meeting to discuss this and then update the manual itself.

6. **Establish future meeting date** – Thursday, November 16, 2023 at 10:00 a.m.
7. **Citizens' Comments** – None.
8. **Adjournment** – Nicole Hermsen made a motion to adjourn at 11:12 a.m. Seconded by Kristina Tranel and motion carried following a voice vote resulting in all ayes.