

**MADISON COUNTY PERSONNEL AND
LABOR RELATIONS COMMITTEE AGENDA**

Monday, September 18th 2017 at 5:30 P.M.

157 N Main Street, Suite 145, Edwardsville, IL

1. Roll call.
2. Approval of minutes from August meeting and August Special meeting.
3. Approve Resolution Authorizing the Continuation of Employee Assistance Program.
4. Approve Animal Control Administrator job description.
5. Approve Animal Control Deputy Administrator job description.
6. Approve SSA#1 job description
7. Approve Health Department job descriptions
 - a. Approval job description as result of audit of Clerk Typist II
 - b. Approval job description to combine existing Vision and Hearing Screening Technician description into the LPN Clinic Nurse description
 - c. Approval of job description as result of job audit of Secretary Environmental Health Services
 - d. Approval of new job description for Logistics Technician
8. Approve EMA Director retroactive salary.
9. New Business.
10. Old Business.
11. Public Comment.
12. Adjourn.

**MADISON COUNTY
PERSONNEL AND LABOR RELATIONS COMMITTEE**

Monday, August 14th 2017 at 5:30 P.M.
157 N Main Street, Suite 145, Edwardsville, IL 62025

PRESENT: R. Wesley, L. Trucano, M. Madison, B. Maxwell.
ABSENT: J. Dodd, J. Futrell.
OTHERS: T. Fuhrmann, J. Thompson, L. Ciampoli, A. Schoeberle, C. Edwards
D. Hulme, J. Gilbert, M. Gvillo, R. Doorman, C. Reynolds,
J. Zoelzer, C. Milton, S. Trettenero, R. Pollard, C. Gitchoff, E. File,
S. Cousins, L. Ogden.

A Motion is made to enter into Executive Session to Pursuant to 5ILCS 120, entitled the Illinois Open Meetings Act, Section 2 (c), paragraphs #11 and #12 to discuss Personnel issues.

Mr. Wesley ask Mr. Madison to chair in executive session.

Attending Executive Session: R. Wesley, L. Trucano, B. Maxwell, M. Madison, L. Ciampoli, M. Gvillo, J. Thompson, T. Fuhrmann, J. Gilbert, A. Schoeberle, J. Thompson, D. Hulme, L. Ogden.

Mr. Madison moved, seconded by M. Maxwell **MOTION CARRIED.**

Mr. Maxwell moved, seconded by Mr. Trucano, **MOTION CARRIED** To leave Executive Session and return to Personnel & Labor Relation Committee meeting.

*Mr. Faccin and Mr. Gilbert left the meeting.

*join meeting: C. Edwards, C. Reynolds, C. Gitchoff, R. Doorman, J. Zoelzer, S. Cousins, E. File, C. Milton.

Mr. Madison, seconded by Mr. Maxwell to approve July's meeting Minutes. **MOTION CARRIED.**

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve Resolution authorizing Continuation of the Self-funded Health Benefits Program and the Health Savings account program.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve Resolution authorizing Human Resource Information System service agreement.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve Resolution authorizing Vehicle Tracking contract.

Mr. Madison ask to revisit this next year to be sure we still have the need for this service.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED** To **POSTPONE TILL SEPTEMBER 18th Meeting** for Animal Control Administrator and Animal Control Deputy Administrator job description.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED To POSTPONE TILL SEPTEMBER 18th Meeting** job audits for SSA#1.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve (4) Information Technology job descriptions.

NEW BUSINESS: None.

OLD BUSINESS: None.

PUBLIC COMMENT: None.

Mr. Madison moved, seconded by Mr. Maxwell to Adjourn. **MOTION CARRIED.**

/lko

**MADISON COUNTY
SPECIAL PERSONNEL AND LABOR RELATIONS COMMITTEE**

Monday, August 23th 2017 at 4:00 P.M.
157 N Main Street, Suite 145, Edwardsville, IL 62025

PRESENT: R. Wesley, L. Trucano, M. Madison, B. Maxwell.

ABSENT: J. Dodd, J. Futrell.

OTHERS: T. Fuhrmann, A. Schoeberle, J. Gilbert, M. Gvillo, R. Faccin, E. Harris,
M. Parkinson, T. McRae, S. Cousins, L. Ogden.

A Motion is made to enter into Executive Session to Pursuant to 5ILCS 120, entitled the Illinois Open Meetings Act, Section 2 (c), paragraphs #11 and #12 to discuss Personnel issues.

Mr. Wesley ask Mr. Madison to chair in executive session.

Attending Executive Session: Chairman M. Madison, R. Wesley, L. Trucano, B. Maxwell, M. Gvillo, T. Fuhrmann, E. Harris, A. Schoeberle, J. Gilbert, R. Faccin, L. Ogden.

Mr. Trucano moved, seconded by M. Maxwell **MOTION CARRIED to enter Executive Session.**

Mr. Maxwell moved, seconded by Mr. Trucano, **MOTION CARRIED** To leave Executive Session and return to Personnel & Labor Relation Committee meeting.

*Mr. Gilbert left the meeting.

*join meeting: C. Edwards, C. Reynolds, C. Gitchoff, R. Doorman, J. Zoelzer, S. Cousins, E. File, C. Milton.

Mr. Madison, seconded by Mr. Maxwell to approve July's meeting Minutes. **MOTION CARRIED.**

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve Resolution authorizing Continuation of the Self-funded Health Benefits Program and the Health Savings account program.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve Resolution authorizing Human Resource Information System service agreement.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve Resolution authorizing Vehicle Tracking contract.

Mr. Madison ask to revisit this next year to be sure we still have the need for this service.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED** To **POSTPONE TILL SEPTEMBER 18th Meeting** for Animal Control Administrator and Animal Control Deputy Administrator job description.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED** To **POSTPONE TILL SEPTEMBER 18th Meeting** job audits for SSA#1.

Mr. Madison moved, seconded by Mr. Maxwell, **MOTION CARRIED.** To approve (4) Information Technology job descriptions.

NEW BUSINESS: None.

OLD BUSINESS:
None.

PUBLIC COMMENT: None.

Mr. Madison moved, seconded by Mr. Maxwell to Adjourn. **MOTION CARRIED.**

/lko

**RESOLUTION
AUTHORIZING THE CONTINUATION OF
AN EMPLOYEE ASSISTANCE PROGRAM**

WHEREAS, Madison County currently provides an Employee Assistance Program (EAP) for its employees, and

WHEREAS, an Employee Assistance Program is a prepaid confidential counseling and referral program designed to help employees and their family members with the early resolution of personal problems and provide professional consultation and training to supervisors and administrative staff, and

WHEREAS, Gateway Regional Medical Center – Employee Assistance Program has agreed to continue to provide the program at a rate of \$27.24 per employee per year;

NOW, THEREFORE BE IT RESOLVED, that Madison County continue its agreement with Gateway Regional Medical Center – Employee Assistance Program for the period effective December 1, 2017 through November 30, 2019.

RESPECTFULLY SUBMITTED BY:

Personnel and Labor Relations Committee

9/20/17 Board
17-007
afs

DATE: August, 2017
TITLE: Administrator
(Animal Control)

GENERAL STATEMENT OF DUTIES:

Plans, directs, and coordinates the field and office activities of the Madison County Animal Control Program.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Directs the apprehension, impounding and disposing of stray or vicious animals
- Supervises subordinates engaged in feeding, care and disposal of animals
- Directs the maintenance and cleaning of the facility, vehicles, and equipment
- Responsible for fee collections, supervises record maintenance and prepares required reports
- Arranges or provides training to employees in animal control procedures
- Maintains payroll and personnel files
- Performs budget administration: assists with the development of the operating budget; approves expenditures; recommends capital expenditures.
- Responses to questions, concerns, or complaints from animal owners, officers, the public or organizations.
- Researches and enforces state and county laws and ordinances
- Serves as the Animal Control representative at the Public Safety Committee meetings. Works with this committee on creating or modifying ordinances related to animal control in Madison County.
- Performs public relations
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

SUPERVISION RECEIVED:

This position is appointed by the County Board Chairman and approved by the County Board. Supervision is provided by the County Administrator.

MINIMUM QUALIFICATIONS:

A bachelor's degree in Public Administration, Business Administration, or a relevant field and five (5) years related experience, or any equivalent combination of education, training and experience are required.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

DATE: August, 2017
TITLE: Deputy Administrator (Veterinarian)
(Animal Control)

GENERAL STATEMENT OF DUTIES:

Provides professional medical veterinarian services within the County's Animal Control program.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Develops policies and procedures used in the care, security, prognosis and euthanasia of captured and unclaimed animals.
- Examines all animals brought into the County's Impoundment Facility to check for disease, injuries or related conditions which may prove unsafe for the animal, Animal Control personnel or the public; provides medical treatment as necessary.
- Performs spay and neuter surgeries for adoptable animals.
- Makes a routine health status examination on all animals in the facility.
- Provides approval to euthanize animals deemed unadoptable or dangerous to population.
- Orders and maintains control of restricted drugs.
- Responses to questions, concerns, or complaints from animal owners, officers, the public or organizations.
- Performs public relations
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

SUPERVISION RECEIVED:

Supervision is provided by the Animal Control Administrator.

MINIMUM QUALIFICATIONS:

Graduation from an accredited College or University with a Doctoral Degree of Veterinary Medicine and State Veterinary License.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**A RESOLUTION TO AMEND THE SALARY OF TODD FULTON,
DIRECTOR OF EMERGENCY MANAGEMENT**

WHEREAS, the Madison County Board has established personnel policies for Appointed Officials and Department Heads; and,

WHEREAS, increases in salaries, in accordance with the policy, shall be set by the County Board; and,

WHEREAS, Todd Fulton has completed certification through the Department of Homeland Security FEMA Emergency Management Institute on March 20, 2017; and

WHEREAS, a compensation review of the Emergency Management Agency (EMA) Director's position was performed by AAIM Employer's Association and completed on July 31, 2017; and

WHEREAS, the results of this compensation review determined that a fair and equitable annual salary based on the current job description for this position is \$83,704 and the current annual salary of the Director is \$72,508; and

WHEREAS, the County Board of Madison County agreed via resolution on April 19, 2017, that the amount of the EMA Director's salary would be reconsidered after certification and a job audit were completed.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Madison County, Illinois that the Emergency Management Agency Director Todd Fulton's annual salary be increased to \$83,704, retroactive to the date of his FEMA certification.

Respectfully submitted,

Raymond Wesley

Mick Madison

Jim Dodd

Brad Maxwell

James Futrell

Larry Trucano
Personnel and Labor Relations Committee