

Personnel Committee Minutes

October 15, 2019

Present: Bret Fahnstrom, Craig Talsma, Jan Buchs, Rita Fletcher, Steve Muenz, Darleen Negrillo, Tracey Crawford and Jessica Vasalos

I. Staff Changes

Executive Director Crawford reported that Nanette Sowa, Superintendent of Development, retired in August. Cathy Splett, Foundation Manager, was promoted to that position. Jessica Lamb was hired as Foundation Manager. NWSRA hired Jake Joyce, a new Recruitment Coordinator, who has recruitment and social media expertise and experience. Trustees Fletcher and Talsma inquired why an HR Manager was not hired instead of a Recruitment Coordinator. Executive Director Crawford and Superintendent Negrillo clarified the responsibilities of a Recruitment Coordinator versus a Human Resources Manager and explained that Superintendent Negrillo does the responsibilities of the HR Manager and at this time does not see the need to change the position to a manager. Trustee Talsma suggested that NWSRA work the Recruitment Coordinator into the succession plan to become an HR Manager.

The Program Development position, originally under Superintendent Griffin, has been moved under Superintendent Negrillo. The Collaborative Coordinator at Wheeling is a new position. Clearbrook covers the salary; NWSRA pays for retirement and health care. Trustee Fletcher asked about the responsibilities for the Program Development Coordinator. Executive Director Crawford explained the duties and why the position was moved under the Superintendent of Administrative Services.

The addition of the Collaborative Coordinator position will be presented to the Board of Directors.

II. Proposed Salary Ranges

Executive Director Crawford stated that HR Source provided an aging factor of 1.9%, but NWSRA used 2% to calculate 2020 salary ranges. Trustee Talsma clarified his understanding of the use of the aging factor and indicated the need for the comprehensive salary survey if aging factors are adjusted annually. Trustee Fletcher asked if the aging factor is the same as CPI. Executive Director Crawford informed the committee that HR Source provides the aging factor. Executive Director Crawford stated that it is time for a salary survey to be done. Some NWSRA Program Specialists are falling out of the salary ranges because of the Labor Department Overtime Rule.

NWSRA Staff put in place procedures to comply with the Overtime Rule that was to be policy by the State of Illinois in 2017, these procedures were stopped when

the State of Illinois tabled the bill. Director Crawford explained the plan that had been in place to address that issue and can be implemented again if needed. Trustee Talsma asked if NWSRA is leaning toward keeping employees non-exempt; the reply was yes.

The committee discussed how minimum wage might affect salary ranges and exempt vs. non-exempt status. Trustee Fletcher pointed out that one regulation is state and the other is a federal mandate. Trustee Talsma discussed the need to pay increasing amounts for qualified staff and having hiring ranges within salary ranges.

A suggestion was made to have HR consultants review NWSRA's salary ranges and only the two new job descriptions. Trustee Talsma recommended inquiring whether NWSRA's ranges, based on HR Source's aging factors, are still accurate, given changes in minimum wage legislation. Executive Director Crawford will address that with HR Source.

Trustee Fahnstrom asked if the Board Members get aging factors every year. The Members shared their approach to adjusting salary ranges.

Merit Increase Pool

Executive Director Crawford stated that the merit increase survey is on the Directors' website. NWSRA is planning a 3% merit increase; the committee approved.

III. Minimum Wage Increase Impact

Superintendent Negrillo referred to NWSRA's plan to comply with the minimum wage regulations for part-time staff. A question was raised regarding salary for the PURSUIT drivers. Clearbrook sets those ranges; NWSRA matches them. Superintendent Negrillo announced plans to begin a new group called Part Time 2. Employees would be part of IMRF and can work 1000 – 1500 hours per year. Then ACA kicks in so NWSRA would not have to offer them benefits. The committee packet showed the costs of adding 10 inclusion aids. Trustee Talsma pointed out that the increase in cost would only be the IMRF. The committee packet will be changed to show \$14,936.25 as the additional costs.

IV. Proposed Health Insurance

The health insurance surveys have been completed. Superintendent Negrillo reviewed the plans and rates from PDRMA for 2020 compared to 2019. She reported that, after doing what-if scenarios, NWSRA decided to stay with the \$2000 deductible and offer the \$600 vision coverage. The contribution for employee plus children will be 15%.

FSA Vendor Change

Superintendent Negrillo reported a plan to eliminate Wage Works as NWSRA's FSA vendor due to their high fees. Flexible Benefit Corporation is being considered.

V. Additional Benefits with no budget impact

Optional benefits are being added in 2020 with no additional cost to the agency. All are portable for the employee. ICMARC is being added, along with AFLAC for short-term disability, accident insurance and critical care. ASPCA will be added for pet insurance.

**VI. Policy Manual Changes
Benefits Manual**

Executive Director Crawford stated that the benefits manual, a subsection of the policy manual, was separated for easier access. Copies with changes were distributed to the committee for review. HR Source worked with NWSRA to make the changes, which were then sent to Robbins Schwartz for review/approval. The Board Policy Manual and Procedures Manual will be reviewed next for any needed revisions in 2020.

The committee discussed whether mandatory offering of health insurance for part-time employees is based on number of hours worked per week or hours worked per year. NWSRA will check with HR Source and Robbins Schwartz.

The meeting adjourned at 11:45.