

Note: These minutes are not official until approved by the Ad Hoc Rules Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Ad Hoc Rules Committee Minutes
February 22, 2018**

The Ad Hoc Rules Committee of the DeKalb County Board met on Thursday, February 22, 2018, at 7:00 p.m. in the Legislative Center's Freedom Room in Sycamore, Illinois. Chairman Pietrowski called the meeting to order. The roll reflected that the Members present were Ms. Askins, Mr. Bagby, Mr. Faivre, Mr. Frieders, Ms. Leifheit, Mr. Stoddard, and Chairman Pietrowski. Mr. Jones was absent. A quorum was established with all seven Members presented and one absent.

Others present were County Administrator Gary Hanson.

APPROVAL OF THE MINUTES

It was moved by Mr. Bagby, seconded by Mr. Faivre, and it was carried unanimously by voice vote to approve the minutes from the January 25, 2018 meeting.

APPROVAL OF THE AGENDA

Ms. Askins moved to approve the agenda as presented and Mr. Frieders seconded the motion. The motion was carried unanimously by voice vote.

PUBLIC COMMENTS

There were no public comments made.

REVIEW OF THE COUNTY EMPLOYEE POLICIES

Chairman Pietrowski shared that he wanted the Members to gain a general sense of what employee policies the County currently had and inquired on what others preliminary thoughts were reviewed these documents before they took a deeper look.

Ms. Leifheit shared that in order to make sense of many of the policies, one would also need to have Section E of the County's Budget Book to see the breakdown of all the different employees and then even review some of the various union contracts and then read the County Code. Ms. Leifheit noted that if this is truly intended to be an employee handbook, then it should cover all employees.

Ms. Leifheit additionally brought up an issue that came before her Law & Justice Committee recently regarding the County's Paid Hours Off (PHO) System and how Public Defenders were getting their PHO's taken away because they had over the maximum allotment because they have a hard time actually getting time away from the office.

She also added that going through the different policies there seemed to be a lot of outdated information and some redundancies that are already being covered by existing union contracts. Ms. Leifheit suggested that weeding out those types of issues with the handbook may be an easier place to start.

Mr. Hanson and the Committee Members continued to discuss the history and the logistics of the County's PHO system. When asked how long the PHO system had been in place, Mr. Hanson shared that it was in place prior to him coming to the County (34+ years ago) and one of the first tasks he was given was to change the system which resulted in major backlash from employees and in return was ultimately not changed.

Mr. Stoddard suggested that to address some of the concerns of who the handbook would cover would be to list out the types of employees that would refer to the handbook they were discussing and where other employees would look to find their handbooks and documents.

Ms. Leifheit inquired on what their goal was for the employee policies and handbook. Chairman Pietrowski noted that the goal was to review the current policies and see what everyone's thoughts were, it was very open-ended goal.

Mr. Bagby asked if most of the union contracts refer to the County's employee policies. Mr. Hanson shared that most contracts have a line in them that states if this contract is silent, then it defaults to County policy.

The Committee once again discussed the PHO issue that came before the Law & Justice Committee. There was a consensus that not only is an employee responsibility to ensure that they are taking appropriate time off prior to reaching their maximum PHO allotment but also their supervisor should be monitoring and ensuring when possible that time is allowed for individuals to have off. The Committee also expressed that they would like to see some kind of wording that would put in place that individuals could not accrue additional hours over the maximum allotment.

Mr. Bagby inquired about how many employees are over the maximum allotment. Mr. Hanson shared that he could provide that information at a future meeting to the Committee.

OLD BUSINESS / NEW BUSINESS

The Committee set their next meeting date for Thursday, April 26th at 7:30 p.m. with a confirmation on the location to follow.

ADJOURNMENT

It was moved by Mr. Bagby, seconded by Ms. Askins and it was carried unanimously to adjourn the meeting.

Respectfully submitted,

Chairman Mark Pietrowski

Tasha Sims, Recording Secretary

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