

## **Personnel Committee Minutes**

### **October 14, 2020**

Present: Christina Ferraro, Jan Buchs, Rita Fletcher, Carrie Fullerton, Jeff Janda, Ryan Risinger, Darleen Negrillo, Tracey Crawford and Jessica Vasalos

Craig Talsma arrived at 10:49 am

#### **I. Staff Updates**

Executive Director Crawford reviewed the Organizational Chart and Furloughed Employees. She explained that the current positions that will remain vacant red and furloughed positions green. These positions will remain unfilled until such a time as needed.

Director Crawford explained the title change of the Sr. Collaborative Coordinator to the Manager of Collaboratives. She explained, that prior to COVID-19, an NWSRA Collaborative Coordinator was promoted to Senior Collaborative Manager and was given a salary increase, as this position oversees a Collaborative Coordinator at Rolling Meadows PURSUIT Program and a Collaborative Coordinator at Mt. Prospect PURSUIT Program. This position also oversees STAR Academy and Sib-Shops. She then asked the committee to approve the title change from Sr. Collaborative Coordinator to Manager of Collaboratives. This change creates no budget impact as the promotion occurred before COVID-19. Trustee Risinger verified that the position in question did receive a salary increase. Director Crawford responded yes, in February, because the two new programming spaces were schedule to open, but due to COVID-19 shut downs the actual promotion and site openings were delayed. Trustee Fletcher, verified that the position in question on the Organizational Chart is the Sr. Collaborative Coordinator will now be the Manager of Collaboratives. This employee started succession planning about one year ago and was ready for the position. The Committee approved the title change.

#### **II. Proposed Salary Ranges**

Executive Director Crawford made the recommendation to keep the salary ranges as presented. These ranges represent the current salary ranges from FY2020 with no changes. Trustee Talsma would like the range header to indicate FY 2020-2021. Director Crawford also stated that staff reached out to HR Source in the fall of 2019 to complete an updated salary survey. This process was started in January 2020 and completed in May 2020. Upon completion of the survey, COVID-19 made a substantial impact on the economy and job market. Staff would like to reach out to HR Source again to ask for a re-evaluation of the salary range portion of the report. IPRA has retained HR Source to do a Parks and Recreation Salary study as well. Depending on the

cost for this service, it will be factored into the FY 2021 budget. Trustee Fletcher asked if the survey that was received indicated a shift in ranges as higher or lower. Director Crawford informed the Board that 15 staff fall outside the new ranges provided by HR Source. Director Crawford feels that with COVID the salary ranges will be lower than what was supplied. Trustee Fullerton agreed. Trustee Risinger asked if the 15 staff were below the range. Superintendent Negrillo said they are actually above the range but that is due to tenure and the exempt status that was implemented this year due to Federal Government guidelines. Trustee Risinger agreed to the issue, indicating that it is hard to address the issue when there is only a 3% Merit Pool. Director Crawford further explained that if we adopt the new salary scale many staff would be below the ranges and if we did not they would fall in the current ranges. After some discussion, the Committee approved the request.

### **III. Part-Time Staff Salary Ranges FY2021**

Executive Director Crawford and Superintendent Negrillo presented the Part-Time Salary ranges for FY2021. Superintendent Negrillo explained the Salary Ranges indicated on the memo. Trustee Janda asked if this chart was minimum wages or if the rates are flat rates. Superintendent Negrillo answered that the rates are flat. Trustee Talsma indicated that he would like to see actual ranges not flat rates. He also indicated that with ranges NWSRA would be allowing for tenures. He also indicated he would like the ranges to start higher than what staff are indicating maybe starting with \$2.00 higher in each category. Then giving smaller increment raises with caps. This would help retain good staff. The Committee agreed with Trustee Talsma. Superintendent Negrillo will update the Salary Ranges and present the new ranges to the Board.

### **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 \$600 vision coverage with contribution rates not changing. She also explained that NWSRA has 31 staff on the health plan with 7 waived. Trustee Talsma asked about an incentive for the waived employees. This may incentivize staff to go on their spouses plan saving the agency money. He would like staff to look into offering an incentive to staff to decline the health insurance as well as adding the question to the Health Survey. The Committee agreed to all recommendations made by staff for the FY 2021.

The meeting adjourned at 11:12 am.