

STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS
MINUTES OF THE RULES AND PERSONNEL SUB-COMMITTEE
OF THE BOARD OF TRUSTEES

December 17, 2013

The first meeting of the Rules and Personnel Sub-Committee of the board of Trustees of the State Employees' Retirement System of Illinois convened on Tuesday, December 17, 2013, at 8:10 a.m. in the System's Springfield office located at 2101 South Veterans Parkway.

The following trustees were in attendance:

Patricia Rensing, Trustee
Patricia Ousley, Trustee
Danny Silverthorn, Trustee

Others in attendance were:

Timothy Blair, Executive Secretary
Denise Connelly, Human Resource Manager

Trustee Rensing resided and called the meeting to order at 8:10 a.m. Human Resource Manager Denise Connelly took the roll call.

PUBLIC COMMENTS

Human Resource Manager, Denise Connelly, asked if there were any members of the public who wished to address the committee. There were no public comments.

REVIEW OF COMMITTEE'S RESPONSIBILITIES

Human Resource Manager, Denise Connelly, asked if the sub-committee had any modifications to the Committee's Responsibilities. All parties stated they were satisfied with the Committee's Responsibilities as written.

CHAIRPERSON'S REPORT

Human Resource Manager, Denise Connelly, asked if Chairperson Rensing had a report. Chairperson Rensing had nothing to report as this was the first meeting of the Rules and Personnel Sub-Committee.

REPORT OF ANY TRUSTEE

Human Resource Manager, Denise Connelly, asked if any Trustee had a report for the committee. Trustee's had no report.

EXECUTIVE SECRETARY EVALUATION PROCESS

Chairperson Rensing stressed the importance of performing annual evaluations for all staff. The evaluation process is not an option and serves as a positive tool in developing and recognizing an employee's job performance. The committee asked to have Tim Blair's job description and a completed evaluation at the next committee meeting.

PERFORMANCE EVALUATIONS

Chairperson Rensing advised of the need to utilize the Quarterly Evaluation Process when staff are not working at a satisfactory level. The Quarterly Evaluation can also be used to recognize an employee's positive contribution to SERS. These Quarterly Evaluation needs to be prepared ~~in advance~~ if staff are going to be rated down during a reporting period.

CORRECTIVE ACTION PLANS

Chairperson Rensing requested utilizing corrective action plans when staff is not meeting their performance objectives. We have to ensure employees are aware of their job descriptions and are meeting their performance objectives. The corrective action plan is not discipline but serves as the tool for both the manager and the employee to achieve success in their work arena.

AGENCY GIFTS

Human Resource Manager, Denise Connelly, provided the committee with the list of Service Awards, Retirement Gifts, 25 year luncheon and appreciation luncheons that the State Retirement System's provides for staff. The committee felt strongly that staff receive acknowledgement when they reached certain milestones in their career and upon their retirement. Chairperson Rensing suggested we contact Corrections Industries to explore what they have to offer for such occasions.

The committee did not feel it was an appropriate use of resources to provide the 25 year luncheon or the Appreciation Luncheons. They did feel it was a great moral booster and encouraged the employees club to continue with its efforts.

PERSONNEL MATTERS – CLOSED SESSION

IT HIRING STATISTICS

Human Resource Manager, Denise Connelly, provided the committee with IT hiring information during the last quarter of 2013. The committee urged the System to continue to hire staff in IT and not rely heavily on Contractors. The committee agreed with the use of Information Systems Interns and would like to see some postings at the next board meeting.

PERSONNEL POLICY MANUAL REVISIONS

Human Resource Manager, Denise Connelly, provided the committee with the draft Personnel Policy Manual that the System intends to implement in the first quarter of 2014. The committee had nothing to add or remove from the manual and agreed that this was a needed revision.

FY-14 RULES AND PERSONNEL COMMITTEE MEETING DATES

The Committee agreed it would be efficient if they met the day before the scheduled board meeting at 1 p.m. at the Springfield State Employees' Retirement System.

ADJOURNMENT

There being no further business to be brought before the Committee the meeting was adjourned at 9:45 a.m.

Patricia Rensing, Chairperson

Date: _____

ATTEST:

Timothy Blair, Executive Secretary

Date: _____