

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Wednesday, January 17, 2018

CALL TO ORDER - Committee Vice Chair Judy Gilmour called the meeting to order at 5:33p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick		5:45p.m.	
Elizabeth Flowers	ABSENT		
John Purcell	Present		

With three members present a quorum was established to conduct committee business.

Staff Present: Scott Koepfel

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Purcell
RESULT: The agenda was approved by a 3-0 voice vote

APPROVAL OF MINUTES – January 4, 2018

Motion: Member Purcell
 Second: Member Gilmour
RESULT: The minutes were approved by a 3-0 voice vote

WINE SERGI UPDATE/YEAR-END SUMMARY – Rich Ryan reviewed the highlights of the Property, Liability, Workers Compensation, and Excess Liability 2017 Program Activity Recap. Mr. Ryan also reported that he has met with Sheriff Baird regarding insuring specialized vehicles that will be shared with other Kendall County law enforcement agencies. Mr. Ryan stated that HIDTA will purchase the vehicles, and that the County would only be liable for insurance when the vehicles were parked and not being utilized, as well as when Kendall County Sheriff’s personnel utilized the vehicles. Discussion on liability, ownership, funding and maintenance responsibilities. Mr. Ryan stated that the KC State’s Attorney’s Office and the ICRMT attorneys have reviewed the agreement between the Kendall County Sheriff and HIDTA.

CBIZ UPDATE – Jim Pajauskas provided a comparison of enrollment from December 2017 versus January 2018. Discussion on the HMO, PPO and HSA plans, and the enrollment changes for each one. Mr. Pajauskas stated that there is actually a \$245,165.04 or 5.15 percent increase for this year. Mr. Pajauskas will have the year-end summary at the March 2018 meeting.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS - None

COMMITTEE BUSINESS

- *Health Insurance Broker RFQ* – There was consensus that the Committee members would review the draft RFQ from Tinley Park, and then create an RFQ specific to Kendall County and it's needs/desires in a Health Insurance Broker at the February 5, 2018 meeting.
- *Job Description Review* – Mr. Koepfel briefly reviewed a memorandum that identified all of the Administrative Services department employee job descriptions, when they were reviewed by the State's Attorney's Office, and those that have not yet been reviewed by the committee or the State's Attorney's Office. Mr. Koepfel will bring job descriptions to the committee for review and approval once the State's Attorney's Office has completed their review of changed or updated job descriptions.

Mr. Koepfel presented the updated Technology Network Administrator Job Description for review and approval by the committee. Member Prochaska made a motion to forward the job description to the County Board for approval, second by Member Gilmour. **With four members voting aye, the motion carried.**

- *Review of Employee Handbook Revisions* – Discussion on the need to update the employee handbook with the new IMRF qualification hours. Mr. Koepfel will have the handbook updated on the County Employee website immediately. Mr. Koepfel will continue to bring handbook revisions to the committee as they are completed and reviewed by the State's Attorney's Office.

ACTION ITEMS FOR FEBRUARY 6, 2018 COUNTY BOARD AGENDA

- *Approval of a 2-year AT & T Fiber Internet Agreement*
- *Approval of the Network Administrator Job Description*

ITEMS FOR THE FEBRUARY 15, 2018 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – None

MEETING ADJOURNMENT

Motion: Member Purcell Second: Member Gilmour RESULT: Approved with a Unanimous Voice Vote The meeting was adjourned at 7:12p.m.
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Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary