

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, March 27, 2018

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:33p.m.

ROLL CALL

Board Member	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		
John Purcell		5:37p.m.	

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

Staff Present: Matt Asselmeier, Latreese Caldwell, Matt Kinsey, Mike Neuenkirchen (Kendall Area Transit)

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Gilmour
RESULT: The agenda was approved by a 4-0 Voice Vote

APPROVAL OF MINUTES – March 5, 2018

Motion: Member Flowers
 Second: Member Prochaska
RESULT: Approved with a 4-0 Voice Vote

WINE SERGI UPDATE – Rich Ryan provided an update on the first quarter statistics and stated that he can provide a claims review in April or early May to see where the trend is continuing.

Discussion on the Dental Office in the Health Department, and any additional liability due to the installation of electrical, bio-hazard, water pipes, donated equipment, professionals, nurses, or hygienists. Mr. Ryan stated that professionals (Doctors or dentists) are not covered, and that they have to provide their own, nurses are covered under the County’s policy, and that he will check on the coverage for hygienists. Mr. Ryan said that the property is covered under the County policy, but there needs to be confirmation of the value of the donated equipment, and what the property limits are on the County policy. Ms. Cullick will research the value that was assessed to the donated equipment and contact Mr. Ryan.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration Department – Latreese Caldwell introduced new Technology Services Director to the Committee.

COMMITTEE BUSINESS

- *Approval of Resolution Authorizing Application for Public Transportation Financial Assistance Under Section 5311 of the Federal Transit Act of 1991, as Amended (49 U.S.C § 5311) for State Fiscal Year 2019* – Mike Neuenkirchen, Kendall Area Transit Director explained that this resolution is approved annually by the County Board. Discussion on the resolution, the contribution by the County, and the possible participation of the Village of Montgomery.

Member Purcell made a motion to forward the item to the County Board for approval, second by Member Flowers. **With five members voting aye, the motion carried.**

- *Announce Public Hearing for April 17, 2018 at County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)* – Mr. Neuenkirchen stated this was a requirement for applying for Public Transportation Financial Assistance.
- *Discussion and Approval of Part-Time Office Assistant (Building) Job Description* – Matt Asselmeier explained that this position would be 25 hours a week, and would primarily be responsible for providing clerical assistance, ordering supplies, maintain code books, research of documents, publications and public documents, and customer service for any building or issuing of permits. This position currently is scheduled from 8:00a.m. to 1:00p.m. After discussion, there was consensus by the committee to remove Section III A, “GIS Experience preferred”, “FOIA knowledge”, and “Public Notary preferred”, and from Section III. C, remove “a minimum of at least one year in the construction and building field”.

Member Prochaska made a motion to forward the item, with requested changes, to the County Board for approval, second by Member Flowers. **With five members voting aye, the motion carried.**

- *Discussion and Approval of Part-Time Office Assistant (Zoning) Job Description* – Mr. Asselmeier stated that this is a new position that would assist the department with recording and transcribing meeting minutes, attending meetings (most at night), research, assist with taking pictures, filing of complaints, and clerical support/back-up as needed. After discussion, there was consensus by the committee to remove from Section III A, GIS Experience preferred”, “FOIA knowledge”, and “Public Notary preferred”, and from Section III C, “a minimum of at least one year

in construction, building, clerical, legal” and “Municipal or county planning, zoning, historic preservation, engineering or public administration field preferred”.

Member Purcell made a motion to forward the item, with requested changes, to the County Board for approval, second by Member Flowers. **With five members voting aye, the motion carried.**

- *Discussion and Approval of Property, Liability, and Workers Compensation Insurance Broker RFQ* – Ms. Caldwell briefed the committee on the proposed RFQ. The committee requested that page 4, section 3J example be changed to read “service providers”. The committee also requested that page 4, section 15, number 11 be changed to read “Experience with Governmental Insurance Pools”, and page 5, Section 2.0 be changed to read “Provide Proposer’s experience with Governmental Insurance Pools”.

Member Prochaska made a motion to forward the item, with requested changes, to the County Board for approval, second by Member Flowers. **With five members voting aye, the motion carried.**

- *Discussion of Property, Liability, and Workers Compensation Insurance Broker RFQ Calendar* – Discussion on the timeline, and the dates that need to be added to the RFQ prior to approval and posting.
- *Review of Employee Handbook Revisions* – Discussion on the IMRF Policy that is included in the Employee Handbook. There was consensus by the committee to remove “are budgeted to” under Section 5.7, paragraph 2. **Ms. Caldwell will contact IMRF for clarification of “year” terminology and report back to the committee.**

Member Purcell made a motion to forward the item to the County Board for approval, second by Member Prochaska. **With five members voting aye, the motion carried.**

ACTION ITEMS FOR APRIL 3, 2018 COUNTY BOARD AGENDA

Approval of Resolution Authorizing Application for Public Transportation Financial Assistance Under Section 5311 of the Federal Transit Act of 1991, as Amended (49 U.S.C § 5311) for State Fiscal Year 2019

Approval of Part-Time Office Assistant (Building) Job Description

Approval of Part-Time Office Assistant (Zoning) Job Description

Approval of Property, Liability, and Workers Compensation Insurance Broker RFQ

ITEMS FOR THE APRIL 12, 2018 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

Motion: Member Prochaska Second: Member Flowers RESULT: Approved with a Unanimous Voice Vote

This meeting was adjourned at 7:35p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary