

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Wednesday, April 18, 2018

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:36p.m.

ROLL CALL

Board Member	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		
John Purcell		5:42p.m.	

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

Staff Present: Latreese Caldwell, Bob Jones, Matt Kinsey, Scott Koeppel

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – March 27, 2018

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

CBIZ UPDATE – Jim Pajauskas reviewed the 2017 Premium vs. Claims incurred report with the committee. Mr. Pajauskas stated that by insurance standards, paid claims should be eighty-five percent or less. Forty-two percent of the County’s claims were under \$1,000. And there were 17 claims over \$50,000 for the year.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer’s Office – Chief Deputy Treasurer Bob Jones reported that he recently submitted the HR Discrimination survey and that the County passed.

Start and Cancellation dates of County-offered Insurance Plans – Mr. Jones asked if the insurance start date for all new employees could be changed to begin on the first day of the month following 30-days after the date of hire, and if the end date could be the last

day of the termination month. After discussion, the committee asked Mr. Jones to research what the union contract language is regarding insurance start/end dates, and report back at the May 7, 2018 committee meeting.

Extra Nationwide Policy options for Employees – Mr. Jones reported that three information meetings regarding Nationwide plans, were offered to employees in March. Mr. Jones presented materials regarding additional policy options for employees, which include a Roth Amendment to Nationwide Plan, a Loan Amendment to Nationwide Plan, and a Percentage Base Amendment to Nationwide Plan. Mr. Jones stated that guidelines for the loan option would be determined by the County Board. Discussion on the additional options, any County responsibilities or risks for offering the options, and the deferred plan already available to County employees. **There was consensus by the committee to forward this item to the May 10, 2018 Committee of the Whole.**

Administrative Services Department – Deputy County Administrator Latreese Caldwell reviewed the monthly reports with the committee including the Human Resources summary report, March claim expenses, the Sheriff's Office vehicle property claims, general liability claims, and Worker's Compensation claims.

COMMITTEE BUSINESS

- *Discussion of part-time PBZ staff compensation and schedule* – County Administrator Scott Koepfel provided information about the additional part-time office assistant position. Discussion on the job descriptions for both part-time positions, the proposed hourly salary and the weekly work hours for the additional position.
- *Discussion of additional IT support and services provided to KenCom and Grundy 911* – Mr. Koepfel updated the committee on the potential to add Grundy County to the Taylor Software being used by KenCom. Mr. Koepfel stated that this was discussed by the Finance committee which provided a cost estimate for this service and an additional part-time technical staff member to assist with the additional support needed for Grundy 911. Mr. Koepfel provided the financial recommendations to KenCom leadership on Friday, April 13, 2018. Discussion on the additional work needed to support Grundy 911, the involvement of all Technology Services personnel on a routine basis, an IGA Amendment, and the part-time technology position job description.
- *Job Description Review*
Administrative Services: Administrative Assistant and EDC and Special Projects Coordinator – The committee requested to have additional time to review the job descriptions and discuss at the May 7, 2018 committee meeting.
- *Review of Employee Handbook Revisions* – No items to review at this meeting.

ACTION ITEMS FOR MAY 1, 2018 COUNTY BOARD AGENDA – None

ITEMS FOR THE MAY 10, 2018 COMMITTEE OF THE WHOLE

Discussion and Approval of Roth Amendment to Nationwide Plan

Discussion and Approval of Loan Amendment to Nationwide Plan

Discussion and Approval of Percentage Base Amendment to Nationwide Plan

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

Motion: Member Flowers

Second: Member Prochaska

RESULT: Approved with a Unanimous Voice Vote

This meeting was adjourned at 6:58p.m.

Respectfully Submitted,

Valarie McClain

Administrative Assistant and Recording Secretary