



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 210
Monday, May 7, 2018 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Elizabeth Flowers, Matthew Prochaska, John Purcell
- 3. Approval of Agenda**
- 4. Approval of Minutes from April 18, 2018 and April 24, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approval of one-time Cyber Security Audit from WIPFLI with a cost not to exceed \$2,000.*
 - *Discussion and Approval of Changing Insurance Start and End Dates*
 - *Discussion and Approval of Administrative Assistant Job Description*
 - *Discussion and Approval of Economic Development and Special Project Coordinator Job Description*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time