

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, May 7, 2018

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:30p.m.

ROLL CALL

Board Member	Status	Arrived	Left Meeting
Judy Gilmour	here		
Matthew Prochaska	here		
Lynn Cullick	here		
Elizabeth Flowers	present		
John Purcell		5:40p.m.	

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

Staff Present: Bob Jones, Matt Kinsey, Scott Koeppel

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – April 18 and April 24, 2018

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

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NT HEAD AND ELECTED OFFICIAL REPORTS

Scott Koeppel, County Administration Department – Mr. Koeppel stated that there has been a question about information that is posted on the County website for the GIS Department because it involves information drawn from the Assessment Office. **There was consensus by the committee have Mr. Koeppel invite Mr. Nicoletti and Mr. Clayton to a future Admin HR meeting for further discussion.**

COMMITTEE BUSINESS

- *Approval of one-time Cyber Security Audit from WIPFLI with a cost not to exceed \$2,000.*
 – Mr. Koeppel stated that the cost for the audit was included in this year’s budget. Member Prochaska made a motion to forward to the County Board for approval, second by Member Flowers. **With four members voting aye, the motion carried.**

- *Discussion and Approval of Changing Insurance Start and End Dates* – Discussion on changing the start and end dates of all insurance plans for consistency and efficiency. Member Prochaska made a motion to forward the item to the County Board for approval, second by Member Gilmour. **With Members Prochaska, Flowers, Gilmour and Cullick voting aye, and Member Purcell voting nay, the motion carried by a vote of 4-1.**
- *Discussion and Approval of Administrative Services Department Administrative Assistant Job Description* – Discussion and review of the proposed updated job description. The committee made minor grammatical changes. Member Prochaska made a motion to forward the job description with corrections to the County Board for approval, second by Member Flowers. **With five members voting aye, the motion carried by a vote of 5-0.**
- *Discussion and Approval of Economic Development and Special Project Coordinator Job Description* – Discussion and review of proposed job description. Member Prochaska made a motion to forward the item with corrections to the County Board for approval, second by Member Gilmour. **With five members voting aye, the motion carried by a vote of 5-0.**

ACTION ITEMS FOR MAY 15, 2018 COUNTY BOARD AGENDA

- *Approval of one-time Cyber Security Audit from WIPFLI with a cost not to exceed \$2,000.*
- *Approval of Administrative Services Department Administrative Assistant Job Description*
- *Approval of Economic Development and Special Project Coordinator Job Description*

ITEMS FOR THE MAY 10, 2018 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

Motion: Member Flowers
 Second: Member Prochaska
RESULT: Approved with a Unanimous Voice Vote of 5-0

This meeting was adjourned at 6:34p.m.

Respectfully Submitted,

Valarie McClain
 Administrative Assistant and Recording Secretary