

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
Wednesday, June 20, 2018

CALL TO ORDER - The meeting was called to order by Committee Chair Lynn Cullick at 5:31p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Matthew Prochaska	Here		
John Purcell	ABSENT		

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Flowers to approve the agenda. **With four members voting aye, the agenda was approved.**

APPROVAL OF MINUTES – Member Flowers made a motion to approve the minutes from June 4, 2018, second by Member Prochaska. **With four members voting aye, the motion carried.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer’s Office – The monthly report is in the packet. Jill Ferko stated that things are going well for the first seven months that her office has been handling the employee benefits, but they have some concerns about the changes that will occur with changing Brokers in the next month.

Scott Koeppel stated that he spoke to Jim Pajauskas from CBIZ regarding the COBRA, HRA and FSA employee accounts that are currently administered by CBIZ. The County will need to decide if they want to continue using CBIZ for those services or if Horton will be able to provide these services.

Ms. Ferko stated that her preference would be to continue with CBIZ so that her office wouldn’t have to switch bank accounts for all of the HSA accounts, but they will work with Horton as well.

Member Cullick stated that she has had discussions with Mike Wojcik from the Horton Group, who said that they are they to assist the County, and are available by phone, email or by meeting as necessary to assist with insurance issues, special needs and other concerns or problems that need attention.

Administration Department – Latreese Caldwell reviewed the monthly summary report, and the monthly claims report with the committee, stating that there were no new

workers' compensation claims for the month of May, and no new property claims for the month of May. There were also no new property auto claims, and no new general liability claims.

Ms. Caldwell also reported that the Sheriff's Office began entering the workers' compensation claims for the Sheriff's Office into the IPMG Onsite system about 6 months ago, and then another employee began entering the auto claims into the IPMG system. The Sheriff's Office has requested that Jen Ostrom, the Evidence/Fleet Custodian, have additional rights into the IPMG Onsite system, currently is only authorized to submit vehicle claims. Ms. Caldwell stated that it was unclear if this would allow this employee to view other County workers' compensation and property claims.

Ms. Caldwell stated that she was not notified that auto claims were entered into the system, but began getting questions from the Sheriff's Office regarding insurance checks for those claims. There was confusion by the Sheriff's Office regarding the appropriate accounts and the percentage of funds that should be distributed once checks are received.

Ms. Ferko stated that insurance checks have always been deposited into the funds where the vehicle was purchased from, and if the Sheriff's Office was purchasing out of a separate fund, and the vehicle was totaled, that the monies should be returned to that specific fund, or divided between the two funds. Ms. Caldwell said she contacted Linda Meyers, a previous HR Coordinator, who stated that all of the liability monies from IPMG would go into the liability fund. Member Cullick asked Ms. Caldwell if there would be any issues for her to continue entering all County claims, and following each claim through receipt of insurance checks. Ms. Caldwell stated that she's never had an issue, but having employees from the Sheriff's Office enter claims has created an issue because she isn't aware of those claims when entered. She stated that all monies received were initially deposited into the liability fund, and from there, whatever percentage of those funds that came from a specific account, were transferred into that specific account.

Ms. Ferko stated that this method would mean that her office would have to then do a journal entry to move the funds. Ms. Caldwell stated that she could split the deposits into each appropriate account.

Ms. Caldwell stated that some of the confusion is because three of the vehicles that were totaled were the fault of another insurance carrier, and we are waiting for subrogated funds from that insurance carrier, and Ms. Caldwell didn't see any correspondence between the Sheriff's Office and IPMG on the claim, but was being done externally of the portal.

Additional discussion on how the process has been handled previously, the accounts where insurance checks have been deposited, and the correct way of coding and depositing insurance checks, and HIPAA and confidentiality laws. Sheriff Baird will attend the July 12, 2018 Finance Committee meeting for further discussion on this issue, and clarification of the process for all future claims.

Mr. Koepfel reported that IPMG has been asked to provide training to Ms. Caldwell, Mr. Koepfel and Sheriff's Office personnel on best practice, authorized user(s) and contact(s), and the need for increased communication between the Administration Department and the Sheriff's Office.

There was consensus by the Committee to ask IPMG to attend a future meeting regarding the current issues. Ms. Cullick will work with Ms. Caldwell and Mr. Koepfel on contacting IPMG.

Scott Koepfel stated that the State's Attorney's Office suggested the County have a Property Disposal Policy. Jill Ferko and Latreese Caldwell both commented that the County has a current policy that Ms. Caldwell drafted about ten years ago. **The committee would like the current policy brought to committee to be reviewed, and possibly updated.**

Mr. Koepfel asked the committee for direction on the next steps for choosing the P & C Insurance Broker. Member Cullick will discuss with Chairman Gryder about possibly discussing the issue at the July Committee of the Whole meeting, and confirm with Mr. Koepfel.

Mr. Koepfel briefed the committee on issues regarding Administration Department FOIA Officers responding to GIS Parcel Data Shapefile requests. Mr. Koepfel has had conversations with the State's Attorney's Office, the GIS Coordinator, and the Chief Assessor regarding the data and possibly posting it on the County website, and Mr. Nicoletti and Mr. Clayton are very much against posting this data to the website.

There was consensus by the committee to invite Andy Nicoletti and Don Clayton to the July 12, 2018 Committee of the Whole meeting for further discussion with the County Board members, and the State's Attorney's Office.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Advisory Referenda for General Election* – Member Prochaska briefed the committee on the two proposed referenda for the General Election ballot, and said that this issue was previously discussed by the Board. Member Prochaska made a motion to forward the two advisory questions to the County Board for approval, “Should Kendall County Oppose the Creation of a Vehicle Mileage Tax as Proposed by the Chicago Metropolitan Agency for Planning on all Motorists on a Per Mile Basis?” and “Should Kendall County Oppose the Chicago Federal Reserve’s Proposal for the Creation of a Statewide 1% Property Tax to Fund the States Pension Programs?”, second by Member Cullick.

Mr. Prochaska stated that Chairman Gryder reported that it appears that Cook and all of the other collar Counties are supportive of the two referenda.

Discussion on the Vehicle Mileage Tax, the proposed percentage increase for the median travel distance, the increase would be an increase of two cents per mile, and would replace the current Motor Fuel Tax.

There was also discussion about the Creation of a Statewide 1% Property Tax to fund the States Pension Programs.

Member Prochaska made a motion to amend his original motion to include the documents are reviewed by the State's Attorney's Office prior to the July 17, 2018 County Board meeting. **With four members voting aye, the amended motion carried.**

- *Discussion of July Meeting Dates* – Member Cullick informed the committee of a need to change the July 18, 2018 meeting date. **There was consensus by the committee to meet on July 31, 2018 at 5:30p.m.**

There was no need to change the July 2, 2018 meeting date/time.

PUBLIC COMMENT - None

QUESTIONS FROM THE MEDIA – None

CHAIRMAN'S REPORT – No report

REVIEW BOARD ACTION ITEMS - None

EXECUTIVE SESSION – Not needed

ADJOURNMENT – Member Flowers made a motion to adjourn the meeting, second by Member Prochaska. **With four members voting aye, the meeting was adjourned at 6:50p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary