

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**Tuesday, August 14, 2018**

**CALL TO ORDER** - The meeting was called to order by Committee Chair Lynn Cullick at 5:32 p.m.

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Lynn Cullick	Here		
Elizabeth Flowers	<b>ABSENT</b>		
Judy Gilmour	Here		
Matthew Prochaska	Here		
John Purcell		5:42p..m.	

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

**APPROVAL OF MINUTES** – Motion made by Member Prochaska, second by Member Gilmour to approve the July 31, 2018 minutes. **With three members voting aye, the minutes were approved.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Treasurer Department* – Written report provided. Bob Jones updated the committee on the FSA and HAS member cards now available through The Horton Group, and also on employee options with EyeMed for the next four years. Mr. Jones will contact The Horton Group to see what other options for vision coverage might be available to County employees, and report at the next committee meeting.

*Administration Department* – Scott Koepfel informed the committee of the possibility of The Horton Group, State’s Attorney’s Office, Treasurer’s Office, and Administrative Services Office meeting with union representatives to discuss the increases of the Health Insurance benefits. Mr. Koepfel will keep the committee updated.

Mr. Koepfel also informed the committee of the need for additional GIS work on the KenCom CAD project, and said with the vacancy in GIS that project work has fallen behind. Mr. Koepfel presented the request for additional time for a GIS employee by KenCom, and recommendations from the County Administrator for having a non-exempt GIS employee perform additional work on weekends, on a temporary, short-term basis. Discussion on amount of time available, the hours, pay for the non-exempt employee, and his continued status as a County employee, and not a KenCom contractor, and establishing clear guidelines for this verbal agreement with KenCom until the CAD project is completed by the end of this fiscal year.

**PUBLIC COMMENT - None**

**COMMITTEE BUSINESS**

- *Discussion of Employee Performance Reviews* – Member Cullick asked the committee to review the current evaluation tool already approved for use by Department Heads. Discussion on when the evaluation should be conducted each year, using the evaluation tool regarding employee salary increases and justification of salary increases.
- *Discussion of 4 Tier Employee Health Insurance Option* – Mr. Koepfel reviewed the 4 Tiers, the costs on each level, and the potential savings to employees that would qualify for the two new levels. Discussion on the impact to the County, risks involved, and the need for additional information from The Horton Group at the September 10, 2018 committee meeting.
- *Discussion and Recommendation for Property, Casualty and Liability Insurance Broker RFQ* – Discussion on the broker presentations that were held on June 12, 2018, the possible recommendation of two brokerage firms to the Board, and the need for further discussion and a decision at the upcoming County Board meeting on June 21, 2018.

**EXECUTIVE SESSION** – Not needed

**ITEMS FOR COMMITTEE OF THE WHOLE** – None

**ACTION ITEMS FOR COUNTY BOARD** - None

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With four members voting aye, the meeting was adjourned at 7:14p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary