

**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR MEETING  
HISTORIC COURTHOUSE  
109 W. Ridge Street, 3<sup>rd</sup> floor Court Room; Yorkville  
Thursday, October 18, 2018**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 6:33p.m.

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Judy Gilmour		6:39p.m.	
Matthew Prochaska	Here		
John Purcell		6:42p.m.	

**Others in Attendance:** Jill Ferko, Scott Koepfel

**APPROVAL OF AGENDA** – Motion made by Member Prochaska, second by Member Flowers to approve the agenda. **With three members voting aye, the agenda was approved by a 3-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Prochaska, second by Member Flowers to approve the October 4, 2018 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

**UPDATE ON EMPLOYEE HEALTHCARE BENEFIT OPTIONS** – Mike Wojcik from *The Horton Group* reported that the quote from United Healthcare would be a 15.6 percent increase over last year’s rate, and that the Blue Cross Blue Shield (BCBS) quote would be flat. Mr. Wojcik and Beth Ishmael reviewed the proposed plans and costs from Blue Cross Blue Shield (Healthcare), EyeMed (Vision), and MetLife (Dental, Basic and Voluntary Life). There was discussion on the BVA concierge service offered through BCBS for plan participants, the one-time transition credit given to the County, the different types of dental plans and the cost for additional Orthodontia coverage to the plan. The committee asked The Horton Group to provide different dental plan options with/without \$50 and \$100 deductibles, and with/without increased coverage for Orthodontia Services, for review and further discussion at the October 25, 2018 Special County Board meeting.

**There was committee consensus to forward the 2019 BCBSIL healthcare plan options, the EyeMed Vision plan option, the MetLife Basic & Voluntary Life plan options, and the MetLife Dental Plan options to the October 25, 2018 Special County Board meeting for discussion and approval.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Treasurer’s Office* – Treasurer Jill Ferko asked for clarification of the Wellness Program specifically on the requirement of having a physical completed prior to November 30, 2018 to

participate in 2019. Ms. Ferko also asked how the Wellness Program requirement would apply to a newly hired employee after the enrollment period, or for a current employee not previously on the Health Insurance plan, but now choosing to participate on the County plans this year. Discussion on the timeframe for submitting verification of a physical, and guidelines for the Treasurer's Office. Current employees were notified numerous times throughout the current year about the November 30, 2018 deadline for compliance and participation in the Wellness Program and any discount to premiums that might apply. **There was consensus that a new employee would be advised that they would have 90-days to comply with the Wellness Program physical requirement.**

**PUBLIC COMMENT - None**

### **COMMITTEE BUSINESS**

- *Approval of revised Deputy County Administrator Job Description* – Mr. Koepfel reviewed the proposed changes to the Deputy County Administrator job description, and explained his reasoning for changes in the Administrative Services Department, and his desire to hire a Risk Management Compliance Coordinator instead of a new Economic Development Special Projects Coordinator. Mr. Koepfel explained that he and the Deputy County Administrator would share the Economic Development Coordinator responsibilities in the Administrative Services Department. Member Prochaska made a motion to forward the advised job description to the County Board for approval, second by Member Flowers. Discussion on the new position, the Economic Development position and the additional responsibilities for other staff members, and any salary changes for the Deputy County Administrator. **Member Purcell made a motion to Call to Question, and the motion failed with no second.**

Member Cullick called for a Roll Call vote for the original motion.

**Roll Call:** Member Prochaska – yes, Member Gilmour – yes, Member Flowers – yes, Member Purcell – no, Member Cullick – yes. **With Members Prochaska, Gilmour, Flowers and Cullick voting yes, and Member Purcell voting no, the motion to forward the revised Deputy County Administrator Job Description to the November 7, 2018 County Board meeting for County Board approval, carried by a vote of 4-1.**

- *Approval of Risk Management Compliance Coordinator Job Description* - Mr. Koepfel explained that with the loss of the Economic Development Coordinator, he would like to reorganize the department, and hire a replacement with different responsibilities. Mr. Koepfel felt that the EDC Coordinator position was not as crucial to the function of the department as someone that might assume the Risk Management, Workers Compensation and Compliance responsibilities, as well as serve as a back-up for FOIA requests, front office, meeting recording, meeting minutes, agendas, and voucher input. Mr. Koepfel distributed the proposed job description to committee members. Discussion on the position, proposed salary range, qualifications, and office reorganization. Member Flowers made a motion to forward the Risk Management Compliance Coordinator job description to the County Board for approval at the November 7, 2018 meeting, second by Member Gilmour. **With Members Cullick, Prochaska, Flowers and Gilmour**

**voting yes, and Member Purcell voting no, the motion carried by a vote of 4-1 to forward the Risk Management Compliance Coordinator job description to the County Board for approval at the November 7, 2018 County Board meeting.**

- *Discussion and Review of Resolution Establishing Hiring Freeze – **There was consensus by the committee that no action would be taken on this proposed resolution.***

**EXECUTIVE SESSION** – Not needed

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

**ACTION ITEMS FOR COUNTY BOARD**

*Approval of revised Deputy County Administrator Job Description  
Approval of Risk Management Compliance Coordinator Job Description  
Approval of Blue Cross Blue Shield 2019 Health Insurance Plan  
Approval of MetLife 2019 Basic and Voluntary Life Insurance Plan  
Approval of EyeMed 2019 Vision Plan  
Approval of MetLife 2019 Dental Insurance Plan Option 1  
Approval of MetLife 2019 Dental Insurance Plan Option 2  
Approval of MetLife 2019 Dental Insurance Plan Option 3  
Approval of MetLife 2019 Dental Insurance Plan Option 4*

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With five members voting aye, the meeting was adjourned at 8:54p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary