

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, January 10, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:13p.m.

ROLL CALL

Committee Members Present: Judy Gilmour – here, Lynn Cullick – here, Matthew Prochaska – here
With five members present, a quorum was established to conduct committee business.

Committee Members Absent: John Purcell

Member Davidson entered the meeting at 5:15p.m.

County Personnel Present: Glen Campos, Scott Koeppel, Jeff Wilkins

APPROVAL OF AGENDA: Member Gilmour made a motion to approve the agenda, second by Member Prochaska. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Prochaska made a motion to approve the December 27, 2016 meeting minutes, second by Member Gilmour. **With all in agreement, the motion carried.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Technology – Mr. Koeppel briefed the committee on the proposal for a new County Board camera system. Mr. Koeppel reviewed the two different options available, the pricing, the subscriptions that are required, video-streaming, and the current system we are using. Mr. Koeppel said the goal is to replace the current camera with a new camera that is more viable and capable of live video streaming.

Member Davidson made a motion to unplug the camera temporarily until other security options are explored, second by Member Gilmour. **With four members voting aye, the motion carried.**

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Per Diem/Salary Discussion* – There was consensus by the committee to separate the two items into Mileage and Per Diem/Salary.

Discussion on when mileage should be submitted for reimbursement. The committee agreed that mileage should only be used when County Board Members attend meetings or events outside of the County. The committee agreed that it is the County Board Members

responsibility to obtain the County Board Chair or the County Board Vice Chair signature and date on each mileage form submitted for outside meeting attendance.

Member Davidson made a motion that mileage should only be claimed by a Board Member if travelling outside of Kendall County, second by Member Gilmour. **With all members present voting aye, the motion carried.**

Member Cullick will meet with the State's Attorney to see if the new mileage policy can be implemented now.

The Per Diem/Salary discussion was forwarded to the January 23, 2017 Committee meeting for additional discussion.

- *Department Heads Review* – Mr. Wilkins reviewed the professional goals established by Scott Koepfel, Technology Director, during his Department Head Evaluation, with the committee.
- *County Administrator Review* – Lynn Cullick will send the employee evaluation form to all Board Members for completion, who will then send their completed evaluation to the County Board Chair. Once all information is compiled, the Board will meet to review the compilation of the ten evaluations, and then Chairman Gryder will meet with Mr. Wilkins for his Evaluation Review.
- *Employee Handbook Updates* – Jeff Wilkins and Glen Campos reviewed the changes suggested at the last committee meeting with the committee. When the changes have been reviewed by the State's Attorney's Office, it will then go to the County Board for approval.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 6:59p.m., second by Member Gilmour. **With four members voting aye, the meeting adjourned.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary