

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, January 23, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:31p.m.

ROLL CALL

Attendee Name	Status	Arrived
Judy Gilmour	Present	
Matthew Prochaska	Present	
Lynn Cullick	Present	
Bob Davidson	Late	5:39p.m.
John Purcell	Late	5:39p.m.

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

County Staff Present: Scott Koepfel, Jim Smiley, Jeff Wilkins

Member Prochaska left the meeting at 6:50pm.

APPROVAL OF AGENDA

Motion: Member Prochaska
Second: Member Gilmour
RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES – January 10, 2017

Motion: Member Prochaska
Second: Member Gilmour
RESULT: Approved with a Unanimous Voice Vote

CBIZ Update – Jim Pajauskas informed the committee that he would have a recap of 2016 for the review of the pricing and numbers, at the March 2017 meeting.

Mr. Pajauskas stated that there have been a few questions and items that they are dealing with in the transition from BCBS and United Healthcare, but things are going fairly well.

Mr. Pajauskas explained to the committee about access to United Healthcare through their website *myuhc.com*, which can provide information on prescription coverage, in network physicians and facilities, coverage, claims, etc.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Technology – Mr. Koepfel briefed the committee on a Konica Minolta invoice that was received in December 2016, but was actually for copier lease payments for the period of 10/10-11/09/2016. The invoice wasn't received until December, during the transition of the copiers to Technology. The invoice was coded incorrectly into the 2017 Technology budget, and will cause the Technology to go over in the professional services line by \$4,000 for FY2017.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Video Recording/Camera Option Recommendations* – Discussion on a low cost solution for not having the camera operational during County Board Executive Sessions. Technology and Facilities Management proposed a solution to the problem. Scott Koepfel stated that with the installation of wiring and switches, the Board will have the ability to turn the camera off and on as needed for Executive Session recordings.

<p>Motion: Member Prochaska Second: Member Gilmour Ayes: Members Cullick, Gilmour, Davidson and Prochaska Nays: Member Purcell RESULT: Approved by a 4-1 Vote</p>
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- *Closed Session Procedure Recommendations* – Member Cullick informed the committee that this issue was the result of questions, comments, and concern over the security of closed sessions and any other negotiations or meetings that take place. Ms. Cullick said that there is need for a procedure about how the closed session is conducted, who should remain in closed session, and anyone other than the ten Board members that are invited to participate or present in closed session. Discussion on Executive Session minutes, approval of the minutes, and review of the minutes. **Member Cullick will meet with the State's Attorney about a procedure/process document, and report to the committee at the next meeting.**
- *Department Heads Review* – Jeff Wilkins reported that he has completed two Department Head reviews and will finish the last one in the next few weeks.
- Discussion on the Chief Assessor position, timeline for notification of reappointment (90-120 days), salary increases, tracking of this deadline for reappointment, and annual review of the Chief Assessor. There was consensus that the annual review should take place each February.
- *County Administrator Review* – Member Cullick met with the State's Attorney, who said that, all employee reviews need to be conducted in Executive Session. Therefore, the committee recommended that the full Board discuss the County Administrator's review as a group at the COW meeting in executive session, one official document will be completed with all Board member comments, thoughts, etc. for the review, and the County Board

Chair will review the final document with the County Administrator. There was consensus that the annual review should take place each February.

- *Per Diem/Salary Discussion* – Member Cullick reminded the committee that they came to consensus at the last meeting that Out-of-County mileage reimbursement is appropriate for County business, but that In-County mileage should not be submitted by the Board for reimbursement.

Discussion on salary vs. per diem, the costs involved with both, appropriate dollar amounts for salary, and Board member participation in the County Health Care programs.

- *Employee Handbook Updates* – Five sections currently at the State’s Attorney’s office for review

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – None

ADJOURNMENT

Motion: Member Gilmour Second: Member Davidson RESULT: Approved with a Unanimous Voice Vote
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This meeting was adjourned at 7:31p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary