

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Monday, February 6, 2017**

**CALL TO ORDER**

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:30p.m.

**ROLL CALL**

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Judy Gilmour	Present	
Matthew Prochaska	Present	
Lynn Cullick	Late	5:43p.m.
Bob Davidson	Present	
John Purcell	Late	5:35p.m.

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

County Staff Present: Jeff Wilkins

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES – January 23, 2017**

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

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

- *Administrative Services* – Jeff Wilkins reviewed several items on the County Board agenda for Tuesday, February 7, 2017, and clarified the necessary votes needed for specific items on the agenda.

Mr. Wilkins also provided information to the committee on the Supervisor of Assessment position, the appointment, eligibility, term, reappointment, compensation, and salary reimbursement.

**PUBLIC COMMENT – None**

## COMMITTEE BUSINESS

- *Closed Session Procedure Recommendations* – Member Cullick met with State’s Attorney Eric Weis and Assistant State’s Attorney Leslie Johnson about a procedure/process document, they did not have any recommendations at this point.
- *County Administrator Review* – Member Cullick distributed the evaluation form to all of the County Board members by email last week. County Board members will discuss at the February 21, 2017 meeting.
- *Employee Handbook Updates* – Nothing returned from the State’s Attorney’s Office for discussion or review.

Member Cullick reported that Chairman Gryder would like the committee to conduct a full review of the Employee Handbook as soon as possible. Member Cullick said that once the State’s Attorney’s Office has finished with their review of the items the committee sent over in January, she would like the committee to begin its review of the entire handbook.

**There was consensus by the committee to use the first meeting of every month to review the employee handbook section by section.**

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

**ACTION ITEMS FOR COUNTY BOARD** - None

**PUBLIC COMMENT** – None

**EXECUTIVE SESSION** – None

## ADJOURNMENT

Motion: Member Davidson Second: Member Prochaska <b>RESULT: Approved with a Unanimous Voice Vote</b>
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This meeting was adjourned at 7:07p.m.

Respectfully Submitted,

Valarie McClain  
Recording Secretary