



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 209-210

Monday, February 6, 2017 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Bob Davidson, Matthew Prochaska, John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from January 23, 2017 Meeting**
- 5. CBIZ Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
 - *Closed Session Procedure Recommendations*
 - *County Administrator Review*
 - *Employee Handbook Updates*
- 9. Action Items for County Board**
- 10. Public Comment**
- 11. Executive Session**
- 12. Adjournment**

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 Koeppel, 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. Koeppel 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 Koeppel 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.

Motion: Member Prochaska

Second: Member Gilmour

Ayes: Members Cullick, Gilmour, Davidson and Prochaska

Nays: Member Purcell

RESULT: Approved by a 4-1 Vote

- **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

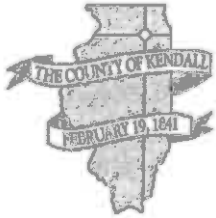
ADJOURNMENT

<p>Motion: Member Gilmour Second: Member Davidson RESULT: Approved with a Unanimous Voice Vote</p>

This meeting was adjourned at 7:31p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary



Kendall County
111 West Fox Street
Yorkville, Illinois 60560

Subject: Supervisor of Assessments

Appointment, Eligibility, Term, Reappointment, Compensation, Salary Reimbursement

1) Appointment

In counties with less than 3,000,000 inhabitants and not having an elected county assessor or an elected supervisor of assessments, the office of supervisor of assessments shall be filled by appointment by the presiding officer of the county board with the advice and consent of the county board.

2) Eligibility

A person must possess one of the following qualifications as certified by the individual to the county clerk:

1) A Certified Illinois Assessing Official certificate from the Illinois Property Assessment Institute, plus the additional training required for additional compensation under Section 4-10.

(2) A Certified Assessment Evaluator certificate from the International Association of Assessing Officers.

(3) A Member of the Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property Analyst (SRPA) or Senior Residential Analyst (SRA) certificate from the Appraisal Institute or its predecessor organizations.

(4) If the person has served as a supervisor of assessments for 12 years or more, a Certified Illinois Assessing Official certificate from the Illinois Property Assessment Institute with a minimum of 360 additional hours of successfully completed courses approved by the Department if at least 180 of the course hours required a written examination.

In addition, a person must have had at least 2 years' experience in the field of property sales, assessments, finance or appraisals and must have passed an examination conducted by the Department to determine his or her competence to hold the office. The examination may be conducted by the Department at a convenient location in the county or region.

3) Term

The term of office shall be 4 years from the date of appointment and until a successor is appointed and qualified.

Andy Nicoletti was initially appointed by the County Board to a 4 year term beginning 6/13/2009.

4) Reappointment

Reappointment or reelection of an incumbent supervisor of assessments may be made without examination. If the presiding officer of the county board does not intend to reappoint an incumbent, he or she shall notify the incumbent not more than 120 nor less than 90 days before the expiration of his or her term. Upon request of the incumbent, the county board shall grant a public hearing as to why the incumbent will not be reappointed.

Andy Nicoletti was reappointed by the County Board to a 4 year term beginning 6/13/2013.

5) Compensation

A supervisor of assessments shall receive annual compensation in an amount fixed by the county board subject to the following minimum amounts:

In counties with 100,000 or more but less than 200,000 inhabitants, not less than \$11,500;

The number of inhabitants shall be determined by the latest Federal decennial or special census of the county.

Supervisor of assessment shall hold no other public office or public employment, except if shared by 2 or more counties to serve as supervisor of assessment.

Andy Nicoletti's initial compensation set for FY 2009 was \$67,000; current FY 2017 annualized salary is \$84,700

6) Salary Reimbursement

If the Department of Revenue has determined that the total assessed value of property in a county, as equalized by the supervisor of assessments under Section 9-210, is between 31 1/3% and 35 1/3% of the total fair cash value of property in the county, subject to appropriation, the Department shall reimburse the county monthly from the Personal Property Tax Replacement Fund 50% of the amount of salary the county paid to the officer for the preceding month.

Employee Complaints since January 1, 2017 related to United Healthcare services

Complaint	# of complaints
<ul style="list-style-type: none">• Prescribed consumer item previously covered under BCBS and not UHC and UHC will not provide denial of service letter to employee so employee's secondary insurance will pay i.e. Ensure and diapers for child	1
<ul style="list-style-type: none">• UHC changed medication at Pharmacy pickup; i.e. Diabetic testing strips and insulin medication, Rheumatology arthritis (Embrel)	2
<ul style="list-style-type: none">• UHC not filling 90 day prescriptions at pharmacy pick up	2
<ul style="list-style-type: none">• UHC is not accepting manufacturer prescription discount coupons (Embrel- same individual as above)	1